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ABSTRACT

Written to provide business executives with examples of Comprehensive Employment and Training Act (CETA) programs that successfully prepare people to be skilled workers, this guide also describes the financial incentives for hiring unemployed and economically disadvantaged persons. In an overview of CETA and Title VII programs, private industry councils are examined with respect to their purpose and typical activities. Discussed next are the following major CETA training programs for the private sector: the targeted job tax credit, Work Incentive (WIN) Program/Welfare tax credit, on the job training, classroom training, and job upgrading and retraining. The Industry Work Experience Program, CETA youth programs, and the Texas Job Corps Centers are also covered. Described next are selected examples of apprentice programs coordinated by the Bureau of Apprenticeship and Training, including programs for computer programmers, and technicians, licensed vocational nurses, assembly plant workers, and welders. Next, CETA prime sponsor and Balance of State service areas and contact persons are listed. Also provided are a listing of Texas Employment Commission officers, a summary of CETA and its titles, a glossary, and a brief bibliography. (Other Education for Work Linkage Project reports are available separately--see note.) (MN)

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A Private Sector Guide to CETA

The Education-for-Work Linkage Project
Texas Engineering Experiment Station

August 1981

CE 031 286

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FOREWORD

This guide was written for business executives to illustrate examples of CETA programs that successfully prepare people to be skilled workers. The guide also describes the financial incentives for hiring unemployed and economically disadvantaged persons. There are several ways to use this guide:

- People who want to learn how these programs are organized can turn to the examples located after the program information sections.
- For those who want these programs explained to them in the context of their unique employment needs, individuals to contact in their local area are listed.
- A very successful government/private sector partnership for producing skilled workers--apprentice training programs promoted by the Bureau of Apprenticeship and Training (BAT)--is explained in detail. (Apprentice programs are currently offering training in a wide array of occupations, and BAT is seeking to expand into professional occupations such as public administration in state and local governments.) Strategies for linking and using CETA programs and funds to enhance apprentice training programs are also presented.
- This guide illustrates the art and science of creating job training programs to meet local needs, funding occupational demand surveys, learning how local resources can be used to meet demands for training skilled workers, and demonstrating how federal money can be used to provide subsidies to local employers who train and/or hire unemployed and economically disadvantaged persons.

- By implication, the guide presents an overview of federal employment and training policies, which can be used to determine the nature of national goals for employment and training activities.

Katy Greenwood, Ph.D
Project Director
Education-for-Work Linkage Project

Table of Contents

Page

What kind of skilled workers does YOUR business need? 7

What kind of job generating services does your community need? 8

You can obtain the skilled workers and job generating services you need with the help of a local organization called a PIC--no matter where you are located in Texas 9

SECTION I: AN OVERVIEW OF CETA AND TITLE VII PROGRAMS 11
- The PIC--A driving force working for business 15
- Why are PICs formed and what can they do? 15
- PICs use a local approach to solving employment needs 17
- What are some typical activities? 19
- The jurisdiction of PICs in Texas 22

SECTION II: MAJOR CETA TRAINING PROGRAMS FOR THE PRIVATE SECTOR 27
- Targeted Jobs Tax Credit (TJTC) 29
- TJTC activity in Texas 35
- The Work Incentive (WIN) Program/Welfare Tax Credit 41
- On-the-Job Training (OJT) Programs 47
- Classroom training 51
- Job upgrading and retraining 55

SECTION III: OTHER CETA-SUPPORTED OR SPONSORED JOB TRAINING PROGRAMS 57
- CETA youth programs; Title IV 59
- Industry Work Experience Program (IWEP) 63
- Texas Job Corps Centers 65

SECTION IV: APPRENTICE PROGRAMS COORDINATED BY THE BUREAU OF APPRENTICESHIP & TRAINING 69

Selected Examples of How the Private Sector has Benefited from CETA Programs 97
- Successful Linkages Between CETA and the Private Sector in Texas 99
- A Small, Minority-Owned Business Expands with CETA's Help 101

Page

Classroom Training for Computer Programmers and Computer Technicians 103
El Paso Licensed Vocational Nurses Training Program 109
CETA Funds Turn an Assembly Plant into a Classroom 117
Entry-Level Job Training and Job Upgrading in the Welding Profession is a Key Part of Creating Linkages in Deep East Texas Council of Governments (DETCOG) Region 127

CETA PRIME SPONSOR/BALANCE OF STATE SERVICE AREAS AND CONTACT PERSONS 137
CETA Prime Sponsors, Fiscal Year 1982 (Except Balance of State) 139
CETA Balance of State Program Contractors, Fiscal Year 1982 148
Title III CETA Prime Sponsors 155
Motivation Education and Training, Inc. (MET) 157
Dallas Inter-Tribal Center 165
Tigua Indian Reservation 167
Alabama-Coushatta Indian Tribal Council 169

TEXAS EMPLOYMENT COMMISSION OFFICES 173

A BRIEF SUMMARY OF CETA AND ITS TITLES 183

GLOSSARY OF TERMS 191

BIBLIOGRAPHY 197

What kind of skilled workers does YOUR business need?

- Finding enough qualified computer technicians and computer programmers in the Dallas-Fort Worth area to meet their needs is a concern of Xerox Corporation, IBM, Centronics Data Computer Corporation, Control Data Corporation, and similar companies.
- The owner of a small, minority-owned, dry cleaning business in Diboll, Texas (estimated 1981 population, 4,500) wants to expand his operation, but can't find a source of skilled help.
- Jet Industries, Inc., in Austin, Texas, needs 120 workers who are trained in any one of five different electric auto assembler occupations in order to make enough products to fill its orders.
- The hospitals and nursing homes in El Paso need approximately 50 new licensed vocational/practical nurses every year, but the local training programs are already filled to capacity, and there is a waiting list for new applicants.
- Texas Foundries, Kemco Industries, Levingston Shipbuilding Corporation, Lufkin Industries, and similar firms located in or near Angelina County, Texas, need nearly twice as many welders during each of the next three years than the combined efforts of local education agencies and industry training programs can produce.
- The owner of a machine shop wants to develop several apprentice training programs for his sheet metal workers, millwrights, and polisher buffers.

What kind of job generating services does your community need?

- Businessmen in Killeen, Texas, think their community has a lot to offer to industries that move there, but they don't have a way to present this information to interested persons.
- Employer problems and demands for training, including requirements for entry-level employment in Austin are unclear, and the labor market trends in the Austin Standard Metropolitan Statistical Area (SMSA) need to be identified.
- During the spring of 1981, officials in the Deep East Texas Council of Governments (DETCOG) region decided they wanted to get potential and established employers together with community leaders and people who want to work.

You can obtain the skilled workers and job generating services you need with the help of a local organization called a PIC--no matter where you are located in Texas.

You will learn how the businesses mentioned on the preceding pages got the skilled help and job generating services they needed after you have finished reviewing this guide.

Those diverse employment and service needs mentioned earlier are being successfully met in each case through the efforts of a local Private Industry Council (PIC), or through a CETA Director. Since 1978, PICs in Texas have been helping to provide employers with skilled workers, identify high-demand occupations, and coordinate job training with economic development activities.

The result? Many businesses have grown and increased their profits when they otherwise might have stagnated or gone out of business.

What is a PIC? Established to serve the employment and training needs of the private sector, PICs were created under provisions of the Comprehensive Employment and Training Act (CETA), Title VII, in 1978. At least half of their members must represent the local business community, including small businesses (fewer than 500 employees) and minority-owned businesses. Depending on local conditions, they usually have members from economic development foundations, chambers of commerce, the National Alliance of Business, and community-based organizations such as Goodwill Industries, SER—Jobs For Progress, United Way of America, the National Puerto Rican Forum, and other organizations.

The CETA law specifies that up to 30 percent of the funds used to fund Title VII activities may be used for employment generating services. The job generating service problems listed on page 8 were solved by local prime sponsors using those funds. The result?

- The businessmen in Killeen, Texas, helped their local Chamber of Commerce assemble a "fact book" about local conditions, which had the effect of being what it took to convince several businesses to set up operations there.
- The Capitol Area CETA Manpower Consortium was able to contract with an outside agency to do a labor market survey for the Austin SMSA, including employer requirements for entry-level employment and employment-related problems.
- In June 1981, high school seniors and Angelina College students joined the group of people looking for leads on employment at a job fair in Lufkin, Texas. Set up by DETCOG officials who wanted to spread the word about job opportunities as well as show non-local business executives how their community could support new industries, the fair attracted more than 100 businesses.

Section I:
An overview of CETA and Title VII programs

The primary goal of CETA is to train and place eligible participants in private sector jobs. As contrasted to subsidized public service jobs, a separate title--Title VII--was created in 1978 specifically to involve the private sector in job training by offering financial incentives.

In this guide, attention is focused on how Title VII programs work; however, it is essential to understand that other CETA programs are equally important. For example, CETA directors can use Title II monies to conduct the same activities as those funded under Title VII. That is, the monies can be used for the same thing--putting eligible CETA participants to work in unsubsidized jobs.

Who are CETA participants? Generally, they are people who are economically disadvantaged, have not had the opportunity to be trained for work, and who presently have little or no marketable job skills. These people are identifiable by their low income level.

An example of how Title II funds are being used to train CETA participants to assemble electric vehicles for Jet Industries, Inc., in Austin, Texas, is explained at the end of this guide. In this instance, a Jet Industries manager was certified as an instructor, the assembly plant became a "classroom," and the company was not obligated to hire any of the trainees. For eight out of the 10 weeks of training--classroom and on-the-job training (OJT)--for each participant, CETA paid classroom training and benefit costs; Jet Industries paid OJT costs for the remaining two weeks. Because it paid all OJT costs, Jet Industries reserved the right to terminate any participant at any stage of the training process if it was felt that the participant would not make a good, permanent employee.

Similarly, other CETA programs--particularly Youth Employment and Training Programs (YETP) funded under Title IV--can be organized in the same manner as regular CETA adult programs. A CETA director can develop an on-the-job training (OJT) contract with the private sector (under the provisions of Title IV) similar to a program funded under Title VII.

In essence, the benefits which can be realized by the private sector under CETA are not limited to those of Title VII; the other Titles of CETA can be used to deliver the same benefits.

This guide explains how successful programs can be organized; it also includes specific examples of how CETA-funded programs can be used to train productive, responsible workers who can meet the needs of local industry.

This guide does not suggest that CETA programs are for everyone; rather, it illustrates, within the context of the CETA system, positive and alternative ways for the private sector to meet employment needs.

Called the Private Sector Initiative Program (PSIP), CETA's Title VII was created specifically to expand the business community's participation in CETA employment and training programs. Because most job opportunities are in the private sector, Congress believes that financial incentives, which encourage business and industry to make opportunities available for disadvantaged persons, can help solve problems created by unemployment. The ultimate goal of Title VII is to broaden private sector involvement and training possibilities under all CETA titles, in keeping with a reduced emphasis on public service employment.

The PIC--a driving force working for business

You don't have to know all about CETA to take advantage of the services that your local PIC can offer. The PIC staff and other personnel already know how to explain programs and handle paperwork; they can also show you how to save thousands of dollars every year for each new employee you hire.

And as the employer, the decision to hire or not is left up to you. If you don't want to hire someone, you don't have to.

Why are PICs formed and what can they do?

To begin with, a PIC is much more than an advisory group. By law, a PIC may administer and directly operate local employment and training programs with federal funds.

In other words, PICs have money to train individuals the way you need them to be trained to work in your business. The PIC--which has the power to incorporate under Texas law--can contract with a private business or school to train workers in skills that you specify. You can indicate the kind of worker you need, have the worker trained, and then receive a tax write-off for hiring the worker.

If you don't like the idea of someone else training your workers, you can be paid to train the worker yourself at the equivalent of half the worker's hourly wage for up to six months, and also get a tax write-off for hiring the worker after training is completed.

You can also participate in an on-the-job training (OJT) program where workers are trained in your facilities at no cost to you, and you retain the right to terminate any trainee that you don't think would make a good, permanent employee in your company.

Generally, a PIC can obtain funds for:

- coordinating programs which enable individuals to work for a private employer while participating in an education or training program
- developing relationships between employment and training programs, educational institutions and the private sector
- providing technical assistance to private employers in order to reduce the administrative burden of participating in employment and training programs
- collecting information about federal government procurement contracts with private employers
- providing subsidies for OJT during the period of training
- disseminating information to employers so that the private sector will more fully utilize programs funded under CETA
- assisting employers to participate in programs that will effectively serve CETA-eligible individuals

PICs use a local approach to solving employment needs

Nearly 10 years ago, Congress decided that people in local government knew more about their regional needs, and how to administer employment and training programs in their own locality, than the bureaucratic leadership in Washington. With the responsibility for trying to improve conditions for the handicapped, the hard-core unemployed, underemployed, and economically disadvantaged people in the U.S., Congress decided that costly, local problems could be best solved by local people using federal funds.

The first step toward achieving this goal was to transfer the authority and funds for administering various programs to local officials. Congress began by enacting the Comprehensive Employment and Training Act of 1973 (CETA), which was reauthorized in 1978.

Under CETA, local units of government--states, cities, counties, and combinations of these units--can qualify to obtain funds and administer employment and training programs, if at least one or a combination of the governmental units represents at least 100,000 people. After a governmental unit, or combination of units, qualifies to operate CETA programs, it is called a "prime sponsor." And in some cases where a state is a prime sponsor, the state often contracts with local organizations to administer CETA services in their local area. These organizations are called "program contractors." For ease of reference in this guide, both prime sponsors and program contractors will be referred to as "CETA directors."

CETA programs are designed to provide job training and employment opportunities in the private sector for people who are economically disadvantaged, unemployed, underemployed, and who lack marketable job skills and/or the resources to obtain them. Unfortunately, the provisions of the Comprehensive Employement and Training Act of 1973 did not make it very easy for the private sector to become involved in job training. The law simply did not provide sufficient financial incentives for employers to train and hire economically disadvantaged people. However, the 1978 amendments of CETA resulted in considerable change; a shift in emphasis from public service employment to a focus on private sector employment was initiated.

In fact the 1978 legislation created new programs designed specifically to make it profitable for businesses to participate in federally funded employment and training programs. The amendments also instituted strong safeguards against fraud and abuse. These programs are, for the most part, included under provisions of Title VII of the 1978 law. Also known as the Private Sector Initiative Program (PSIP), Title VII provisions require that CETA directors create PICs, and that members of respective councils be actively involved in planning the expenditure of federal funds for job training and job generating services in their local areas.

What are some typical PIC activities?

A PIC is flexible enough to assume whatever duties that its members deem necessary; under the law that created it, a PIC can be whatever its constituents want it to be. In Texas, some PICs serve as an advisory group while others contract for and administer job training programs and job generating services. Because Title VII was created to encourage the private sector employer to hire unemployed and economically disadvantaged workers, the PIC has primary responsibility for developing a Title VII program plan for its respective regional area, based on local labor and employment needs.

The CETA director and the PIC work closely in designing, developing, and implementing Title VII programs, and the relevant section of the CETA director's annual plan. As the rest of the prime sponsor's annual plan is developed, PIC members are also given the opportunity to review and comment upon it.

Developing the Title VII Plan

To create a plan for promoting and coordinating Title VII programs, PICs may develop and disseminate labor market information that has a special bearing on jobs and training in the private sector for hard-to-employ workers. These activities can include:

- employment surveys
- identification of training programs for high-demand occupations
- estimation of labor needs by occupation, industry, and location
- analysis of private sector job opportunities

*Examples of Program Activities**

Title VII funds are to be used to supplement private-sector-related activities under Title II, including arrangements for on-the-job training with private employers. Conversely, it should be noted, Title II funds may be used for most Title VII activities.

Activities authorized under Title VII may include:

- providing the necessary coordination that allows participants to work for a private employer while attending an education or training program
- developing a small business intern program to provide practical training that enables youths and others to work for small firms and acquire first-hand knowledge and management experience

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*Reprinted from *Understanding CETA*, Washington, D. C.: The National Urban Coalition, p. 28-29.

- forming relationships among employment and training programs, educational institutions, and the private sector
- conducting innovative cooperative education programs--for secondary and postsecondary youths--to coordinate education with work in the private sector
- developing and marketing model contracts designed to reduce the paperwork burden on the employer as well as meet the needs of specific occupations and industries
- coordinating programs under this title with other job development, placement, and employment and training activities conducted by public and private agencies
- providing on-the-job training subsidies that are reduced as the training progresses
- encouraging employers to develop job skill requirement forecasts and to coordinate such forecasts with prime sponsors
- using direct contracts for training and employment programs with private for-profit and private non-profit organizations
- developing apprenticeships or comparably high-skill training programs for workers, regardless of age, in occupations where such programs do not exist
- increasing opportunities for upgrading from entry-level jobs by supplying, beyond the initial training periods, counseling and other services to employees and employers
- providing technical assistance to private employers to reduce the administrative burden of participating in employment and training programs

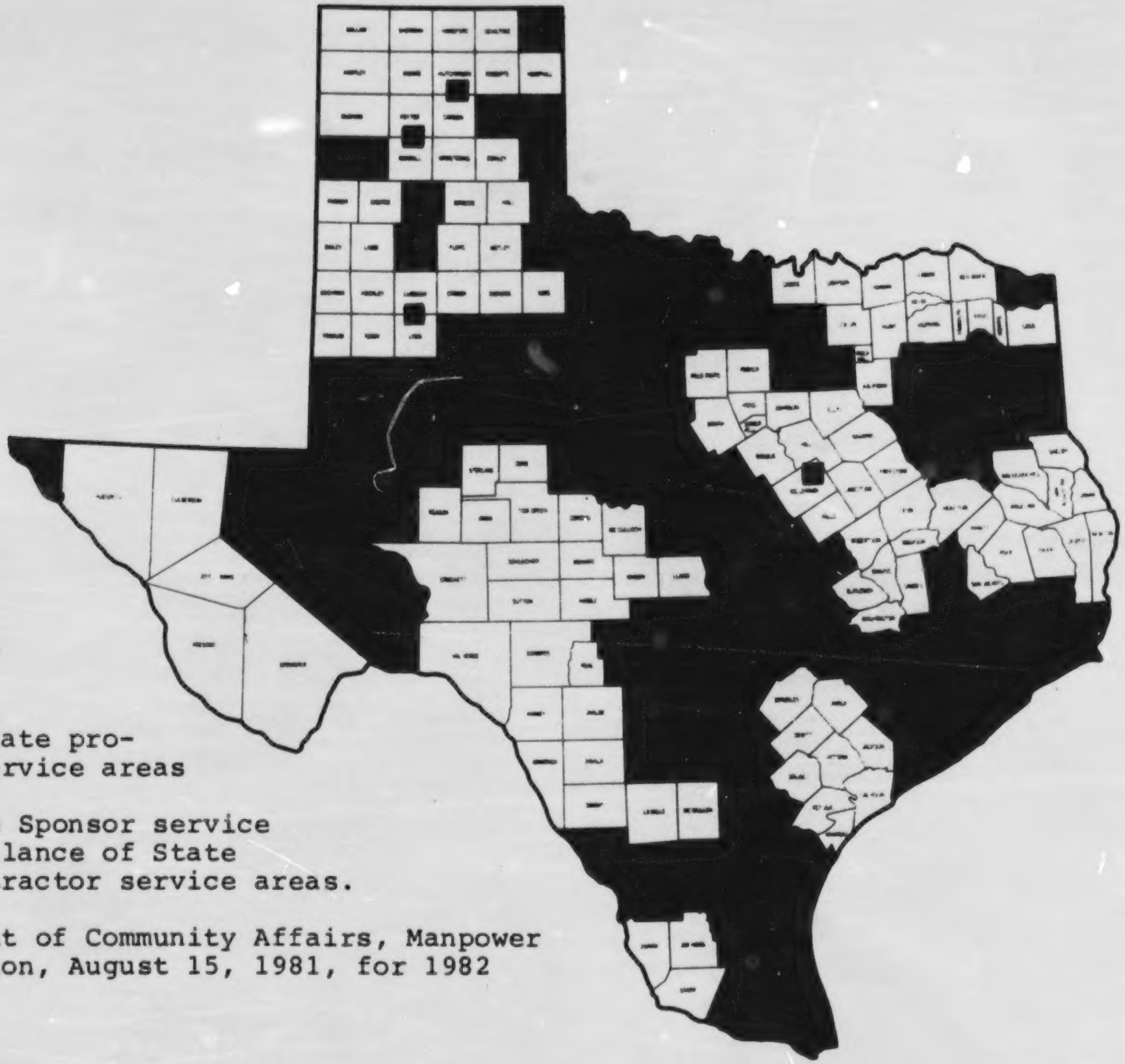
- disseminating information to private employers so they can more fully utilize CETA programs
- developing methods for collecting information about federal government procurement contracts with private employers, and new and planned publicly supported projects which provide work through private sector contractors

The last activity may include public works, economic development and community development programs, transportation revitalization, alternative energy technology development, energy conservation projects, and rehabilitation of low-income housing as a part of community revitalization.

The Jurisdiction of PICs in Texas

The area served by each PIC in Texas is the same area covered by the local CETA prime sponsor or program contractor. Because most prime sponsors serve areas with fairly large populations, their distribution and geographical areas are highly varied.

The map in Figure 1 shows the distribution of CETA prime sponsor areas in Texas in black. The white area is commonly called the Balance-of-State (BOS); and the responsibility for serving this area lies with the Governor of Texas, who has designated the Texas Department of Community Affairs (TDCA) to serve as the BOS prime sponsor.



■ CETA prime sponsor service areas

□ CETA Balance of State program contractor service areas

Figure 1. Map of Prime Sponsor service areas and Balance of State program contractor service areas.

SOURCE: Texas Department of Community Affairs, Manpower Services Division, August 15, 1981, for 1982 fiscal year.

In turn, and in keeping with the purposes and goals of CETA, TDCA contracts with local organizations in the BOS area to provide CETA services to the people living there.

The areas in black and white are further divided into 26 prime sponsor and 15 BOS program contractor service areas, respectively. Thus, all areas of Texas are served by teams of professional program administrators who know how CETA can be used to meet the needs of both individuals and private industry. To find your prime sponsor or BOS program contractor, turn to Figures 15 and 16.

To serve the needs of specific minority populations, there are four special CETA prime sponsors in Texas in addition to those previously mentioned. There are three Native American prime sponsors that serve Indians who live in Texas, and one Migrant Seasonal Farmworker prime sponsor that serves migrant seasonal farmworkers in Texas. The service areas of these special CETA prime sponsors are shown in Figures 17-21. It should be noted that the Migrant Seasonal Farmworker prime sponsor serves eligible farmworkers throughout the entire state of Texas.

All of the regular CETA prime sponsors and BOS program contractors have designated people within their organizations to serve as Title VII Coordinators. These persons function as liaisons between the prime sponsor, or BOS program contractor, and the PIC. Trained to handle all aspects of administering Title VII programs and to advise PIC representatives how to use CETA funds to carry out PIC activities, these individuals are the best persons for the interested business executive to contact. A list of all Title VII coordinators for prime sponsors and program contractors may be found on pages 140-153.

Because PICs are presently in various stages of development in Texas, some have not yet formally organized or elected a Chairperson or President. All of the PIC Chairpersons who could be located, along with their addresses and telephone numbers, are listed next to the name of the Title VII Coordinators referred to above. It is important to note that in the BOS area, PICs are termed Private Industry Task Forces, to differentiate them from the BOS Private Industry Council. The latter is a PIC whose members are appointed by the Governor and who plan and approve the use of Title VII funds for the entire BOS area.

Section II:
Major CETA training programs for the private sector

There are five major private sector CETA programs that can be used to save business owners thousands of dollars for each employee hired, as well as to train workers in the skills that are needed for productive and permanent employment.

These programs are:

- Targeted Jobs Tax Credit (TJTC)
- Work Incentive (WIN)/Welfare Tax Credit Program
- On-the-Job Training (OJT)
- Classroom Training
- Job Upgrading and Retraining

Within the context of these programs, most employers needs for producing and acquiring skilled workers can be met. Both CETA prime sponsors and BOS program contractors, along with the respective chairperson of the local PIC, can help to put one or more of these programs to work for you. A summary of these programs is presented in Table 1; a brief explanation of each then follows.

Table 1

Major Private-Sector CETA Programs

	Targeted Jobs Tax Credit (TJTC)	Work Incentive/Welfare Tax Credit (WIN)	On-The-Job Training (OJT)	Classroom Training	Job Upgrading And Retraining
PURPOSE	To hire from seven targeted groups.	To hire and train Aid to Families with Dependent Children (AFDC) recipients.	To hire and train the economically disadvantaged who lack skills.	To train the economically disadvantaged who lack skills.	To train workers in low skill, dead-end jobs for better positions and retrain workers for high-demand skills.
FINANCIAL INCENTIVES	$3,000 per employee credit or $1,620 money the first year (amount of credit depends on tax rate of employer).	$3,000 per employee credit or $1,620 money the first year. Possibility of 50% training cost reimbursement.	Up to $3,000 reimbursement per employee for training costs.	Covers training program operating costs.	Up to $3,000 reimbursement per employee for training costs.
PARTICIPANTS ELIGIBLE	Economically disadvantaged and a member of a targeted group.	WIN program enrollees and/or people receiving AFDC for 90 or more days.	Economically Disadvantaged	Economically Disadvantaged	Upgrading. People employed in low-paying, dead-end jobs for at least 6 months Retraining. Persons who have received a bona-fide layoff notice and have little chance of finding a new job in the same labor market.
REQUIRED PAPERWORK	One Certification Form and one Tax Form.	Certificate for each eligible employee.	Prime sponsor certification or contract, monthly invoice, training records.	Paperwork performed by organization operating the program.	Contract with prime sponsor; the procedures are similar to those for OJT.
SELECTION OF EMPLOYEES	Employer selects from seven targeted groups.	Employer selects from eligible group.	Employer selects from prime sponsor referrals.	Prime operator selects participants but employer has the opportunity to provide input.	Selection of new employees to fill vacated entry-level positions created by upgrading is responsibility of the employer. Employers encouraged to hire CETA-eligible persons.
EMPLOYER CONTROL	Employer has total autonomy once person is hired.	Employer has total autonomy once person is hired, except in case of subsidized training which requires reporting and monitoring.	Employer designs program; control limited by contract with prime sponsor.	Program may be operated by the prime sponsor or its subcontractor, or the employer. Employer should participate in design.	Employer designs program, but may contract with another agency to do training; control is limited by contract with prime sponsor.

Targeted Jobs Tax Credit (TJTC)

This program offers a tax break to employers who hire individuals from any of seven population groups that are eligible to participate in CETA programs; it is uncomplicated, with minimal paperwork. The TJTC program does not involved any CETA-funded training activities, yet it provides a direct dollar savings to the employer in the form of a tax credit. Depending on an employer's tax bracket, the tax credit will range from $2,580 at a 14% tax rate to $900 at a 70% tax rate.

Any member of a targeted group who was hired after September 26, 1978, may be eligible for certification. An employer can claim the credit on wages paid after December 31, 1978.

Financial Incentives

Employers who hire individuals from any of the seven targeted groups may claim a tax credit equal to 50% of wages up to $6,000 of each person's first-year earnings, and 25% of the same amount for the second year. Exactly how much will be saved can be determined by looking at Table 2. For example, a company in the 46% tax bracket, which qualifies for a $3,000 tax credit, will save $1,620.

Table 2
TJTC
NET TAX SAVINGS
ONE TJTC EMPLOYEE

CALCULATE THE ANTICIPATED NET TAX SAVING
PER ELIGIBLE EMPLOYEE AT VARIOUS TAX RATES

	@ 14%	@ 17%	@ 20%	@ 25%	@ 30%	@ 35%	@ 40%	@ 46%	@50%	@ 55%	@ 60%	@ 65%	@ 70%
1st YEAR													
NON-DEDUCTIBLE EFFECT*	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000
TAX RATE	14%	17%	20%	25%	30%	35%	40%	46%	50%	55%	60%	65%	70%
NEGATIVE TAX EFFECT	<420>	<510>	<600>	<750>	<900>	<1,050>	<1,200>	<1,380>	<1,500>	<1,650>	<1,800>	<1,950>	<2,100>
TJTC	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000
NET TAX EFFECT	2,580	2,490	2,400	2,250	2,100	1,950	1,800	1,620	1,500	1,350	1,200	1,050	900
2nd YEAR													
NON-DEDUCTIBLE EFFECT*	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500
TAX RATE	14%	17%	20%	25%	30%	35%	40%	46%	50%	55%	60%	65%	70%
NEGATIVE TAX EFFECT	<210>	<255>	<300>	<375>	<450>	<525>	<600>	<690>	<750>	<825>	<900>	<975>	<1,050>
TJTC	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500
NET TAX EFFECT	1,290	1,245	1,200	1,125	1,050	975	900	810	750	675	600	525	450
TOTAL 2 YEAR NET TAX EFFECT	3,870	3,735	3,600	3,375	3,150	2,925	2,700	2,430	2,250	2,025	1,800	1,575	1,350

* THE SALARIES AND WAGES PAID DURING THE YEAR MUST BE REDUCED BY THE TJTC CREDIT TO CALCULATE THE AMOUNT OF SALARIES AND WAGES THAT CAN BE DEDUCTED
YOUR NET TAX SAVINGS IS THE AMOUNT OF THE CREDIT, LESS THE NEGATIVE EFFECT OF THE REDUCED SALARIES AND WAGES, AT THE VARIOUS TAX RATES

[illegible]

SOURCE: U.S. Department of Labor, Employment and Training Administration, Washington, D.C., 1980.

However, employers must meet certain requirements to claim the tax credit. First-year TJTC wages can only comprise up to 30% of a firm's aggregate Federal Unemployment Tax Act wages for all employees. An employer may not claim a tax credit for an employee if OJT payments or Work Incentive (WIN) tax credits are being received for that employee. But, a tax credit may be claimed for an employee after completion of the OJT period.

An employer may use the tax credit for up to 90% of the tax liability remaining after other credits, such as investment tax credits, have been applied. For example, a firm with a total tax liability of $100,000 and investment tax credits totalling $60,000 could take TJTC credits amounting to 90% of the remaining $40,000. If TJTC credits exceed 90% of the remaining tax liability, the remainder can be applied to past or future taxes.

Participant Eligibility

TJTC extends eligibility to seven targeted groups:

- those who have received general assistance (welfare) payments or grants for 30 or more consecutive days
- handicapped individuals referred by the Texas Rehabilitation Commission, Texas State Commission for the Blind, the Veteran's Administration, or similar organizations

- Supplemental Security Income (SSI) recipients
- economically disadvantaged* Vietnam-era veterans under 35
- ex-convicts (convicted of a felony) who are economically disadvantaged*
- youth 16 to 18 who are participating in a qualified, state-certified cooperative program
- economically disadvantaged* youth ages 18 to 24

Required Paperwork

The TJTC program requires two forms. The first is a voucher, issued by the prime sponsor or program contractor to an individual to show that he or she is eligible to participate in the CETA program, and that the employer may claim a tax credit. The employer then completes the voucher and sends it to the local Texas Employment Commission office for certification. In turn, the employer receives a second form from the Texas Employment Commission, which is filed with the employer's Federal Income Tax to claim the tax credit. Examples of each of these forms are shown in Figure 2. A map of the areas served by the Texas Employment Commission, and a list of field offices appears in Figure 18 and pages 176-181, respectively.

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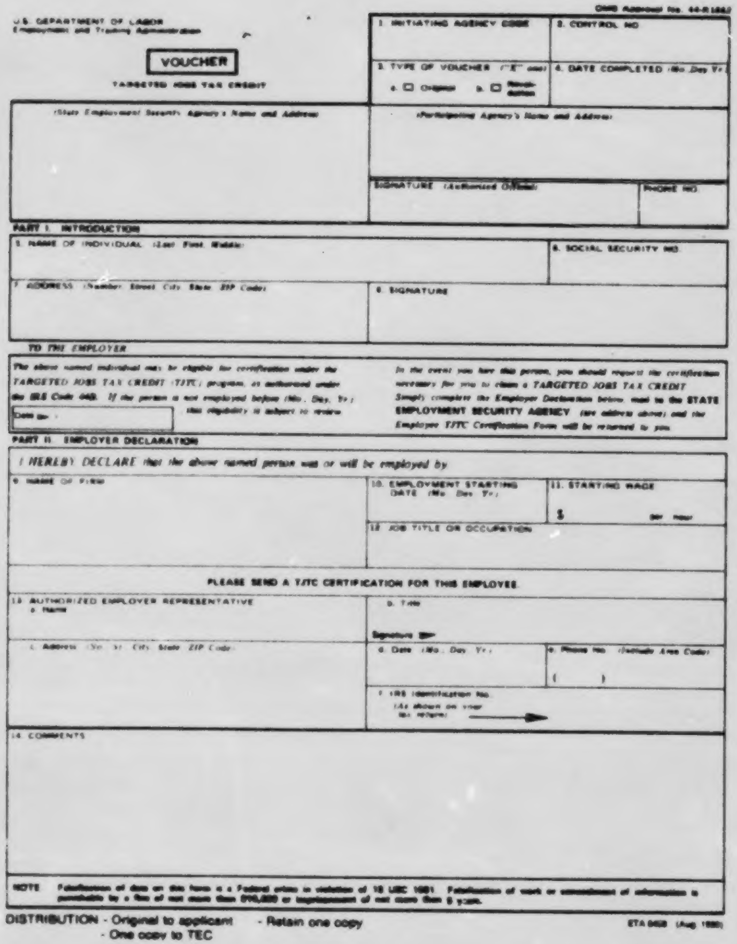
*See Glossary of Terms.



U.S. DEPARTMENT OF LABOR
Employment and Training Administration

OMB Approval No. 44-R1662

VOUCHER

TARGETED JOBS TAX CREDIT

1. INITIATING AGENCY CODE
2. CONTROL NO.
3. TYPE OF VOUCHER ("X" one) a. ☐ Original b. ☐ Reissuance
4. DATE COMPLETED (Mo. Day Yr.)

(State Employment Security Agency's Name and Address)

(Participating Agency's Name and Address)

SIGNATURE (Authorized Official)
PHONE NO.

PART I. INTRODUCTION

5. NAME OF INDIVIDUAL (Last, First, Middle)
6. SOCIAL SECURITY NO.
7. ADDRESS (Number, Street, City, State, ZIP Code)
8. SIGNATURE

TO THE EMPLOYER

The above named individual may be eligible for certification under the TARGETED JOBS TAX CREDIT (TJTC) program, as authorized under the IRS Code 44B. If the person is not employed before (Mo., Day, Yr.) Date ▶ *this eligibility is subject to review.*

In the event you hire this person, you should request the certification necessary for you to claim a TARGETED JOBS TAX CREDIT. Simply complete the Employer Declaration below, mail to the **STATE EMPLOYMENT SECURITY AGENCY** *(see address above) and the Employer TJTC Certification Form will be returned to you.*

PART II. EMPLOYER DECLARATION

I HEREBY DECLARE that the above named person was or will be employed by

9. NAME OF FIRM
10. EMPLOYMENT STARTING DATE (Mo. Day Yr.)
11. STARTING WAGE $ per hour
12. JOB TITLE OR OCCUPATION

PLEASE SEND A TJTC CERTIFICATION FOR THIS EMPLOYEE

13. AUTHORIZED EMPLOYER REPRESENTATIVE
a. Name
b. Title
Signature ▶
c. Address (No., St., City, State, ZIP Code)
d. Date (Mo., Day, Yr.)
e. Phone No. (Include Area Code) ( )
f. IRS Identification No. (As shown on your tax returns) →

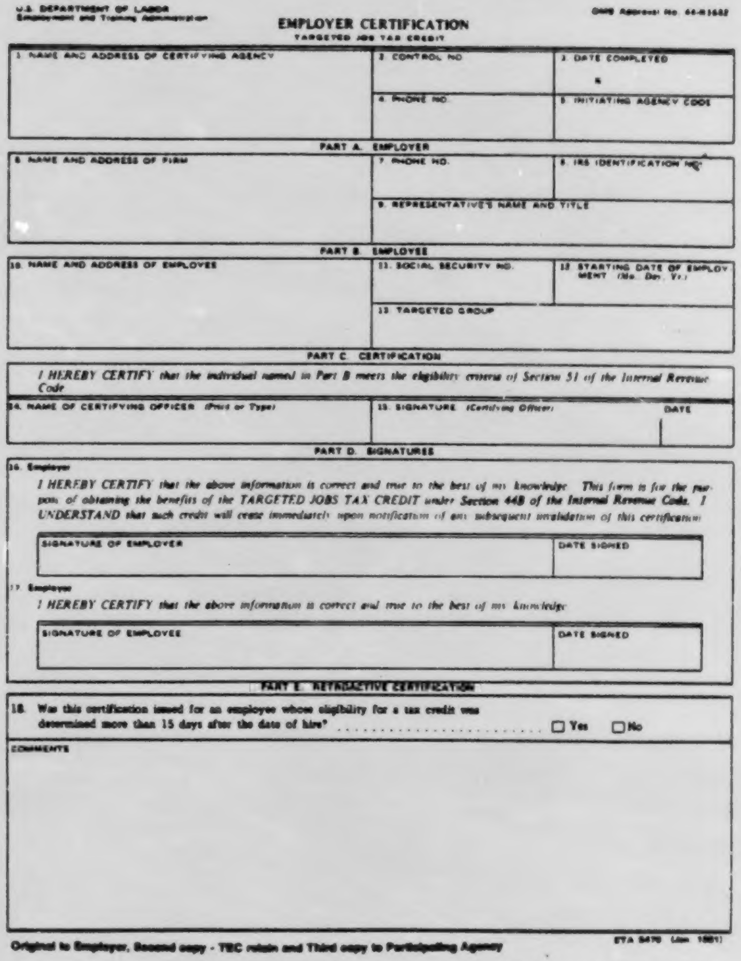
14. COMMENTS

NOTE: Falsification of data on this form is a Federal crime in violation of 18 USC 1001. Falsification of work or concealment of information is punishable by a fine of not more than $10,000 or imprisonment of not more than 5 years.

DISTRIBUTION - Original to applicant - Retain one copy
- One copy to TEC

ETA 6602 (Aug 1980)

TJTC Voucher



U.S. DEPARTMENT OF LABOR
Employment and Training Administration

OMB Approval No. 44-R1662

EMPLOYER CERTIFICATION

TARGETED JOB TAX CREDIT

1. NAME AND ADDRESS OF CERTIFYING AGENCY
2. CONTROL NO.
3. DATE COMPLETED
4. PHONE NO.
5. INITIATING AGENCY CODE

PART A. EMPLOYER

6. NAME AND ADDRESS OF FIRM
7. PHONE NO.
8. IRS IDENTIFICATION NO.
9. REPRESENTATIVE'S NAME AND TITLE

PART B. EMPLOYEE

10. NAME AND ADDRESS OF EMPLOYEE
11. SOCIAL SECURITY NO.
12. STARTING DATE OF EMPLOYMENT (Mo. Day, Yr.)
13. TARGETED GROUP

PART C. CERTIFICATION

I HEREBY CERTIFY that the individual named in Part B meets the eligibility criteria of Section 51 of the Internal Revenue Code

14. NAME OF CERTIFYING OFFICER (Print or Type)
15. SIGNATURE (Certifying Officer)
DATE

PART D. SIGNATURES

16. Employer

I HEREBY CERTIFY that the above information is correct and true to the best of my knowledge. This form is for the purpose of obtaining the benefits of the TARGETED JOBS TAX CREDIT under **Section 44B of the Internal Revenue Code.** *I UNDERSTAND that such credit will cease immediately upon notification of any subsequent invalidation of this certification*

SIGNATURE OF EMPLOYER
DATE SIGNED

17. Employee

I HEREBY CERTIFY that the above information is correct and true to the best of my knowledge

SIGNATURE OF EMPLOYEE
DATE SIGNED

PART E. RETROACTIVE CERTIFICATION

18. Was this certification issued for an employee whose eligibility for a tax credit was determined more than 15 days after the date of hire? .... ☐ Yes ☐ No

COMMENTS

Original to Employer, Second copy - TEC retain and Third copy to Participating Agency

ETA 5470 (Jan. 1981)

TJTC Employer Certification

SOURCE: Texas Employment Commission

Figure 2. TJTC Voucher and TJTC Employer Certification

Selection of Employees

Selecting employees under TJTC is entirely at the discretion of the employer, provided that the person hired is eligible (according to CETA criteria) to enter the program. The individuals hired may be "walk-ins"* or referrals from the Texas Employment Commission, Texas Rehabilitation Commission, U. S. Social Security Offices, local education agencies, and similar public organizations.

Employer Responsibilities

Once an applicant is certified as eligible and hired by the company, he/she becomes a company employee, and there is no further government involvement. The extent of the employee's subsequent training is left to the employer, who is reimbursed only after hiring the person.

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*Individuals who are personally seeking employment.

TJTC activity in Texas

According to reports prepared by the Texas Employment Commission for the Department of Labor, Texas business executives are taking advantage of TJTC to save thousands of dollars in their operations.

The number of people in Texas from each of the TJTC-eligible groups that can be claimed for a tax credit during the period from October 1, 1980, to April 30, 1981, is shown in Table 3. The number of people that employers requested be certified by the Texas Employment Commission for TJTCs is shown in Table 4; these figures represent the number of people that Texas employers could claim as tax credits on their Federal Income Tax.

In Table 3, it can be seen that CETA prime sponsors identified 5,771 economically disadvantaged youth as TJTC-eligible. Referring to Table 4, it is shown that 4,018 (approximately 70%) were claimed as tax credits by employers. A similar comparison can be made for each of the targeted groups.

Who are the people who were claimed for TJTC, what are their ages, in what occupations did they go to work, and at what wage rates? These questions are answered by the information presented in Table 5, which was compiled by the Texas Employment Commission from Data available on TJTC vouchers processed from October 1, 1980, to April 30, 1981.

Table 3

U.S. DEPARTMENT OF LABOR
Employment and Training Administration

REPORT NO. 1

TARGETED JOBS TAX CREDIT

ELIGIBILITY DETERMINATIONS BY TARGET GROUP AND PARTICIPATING AGENCY

OMB APPROVAL NO. 44-R1682

STATE
Texas

PERIOD ENDING
4-30-81

LINE NO.	PARTICIPATING AGENCY	TARGET GROUPS							TOTAL	ELIGIBILITY DETERMINATIONS	
		ECONOMICALLY DISADVANTAGED			Handi-capped	Coop. Education Youth	WELFARE				
		Youth	Vietnam-Era Veterans	Ex-Convicts			General Assistance	SSI		Original	Subsequent
	A	B	C	D	E	F	G	H	I	J	K
1	CETA Prime Sponsors	5771	296	368	36		1	4	6476	6177	299
2	ETA Grantees	-	-	-	-		-	-	-	-	-
3	Vocational Rehab.	1			741				742	720	22
4	Coop. Education School					14171			14171	14171	
5	Welfare Offices	-	-	-	-		-	-	-	-	-
6	SSA District Office							17	17	12	5
7	Veterans Administration				27				27	27	-
8	Job Service	871	103	37	54		2	-	1067	1056	11
9	Other		1	18	2		1	1	23	23	
10	TOTAL	6663	400	423	860	14171	4	22	22523	22186	337
11	Invalidations	57	13				1		71		

NAME AND TITLE OF RESPONSIBLE OFFICIAL

SIGNATURE

DATE SIGNED

ETA 8471 (Aug. 1979)

Table 4

OMB Approval No. 44-P1682

TOTAL RETROACTIVE CERTIFICATIONS SINCE OCTOBER 1, 1980	1691
STATE	Texas
PERIOD ENDING	4-30-81

U.S. DEPARTMENT OF LABOR • Employment and Training Administration
REPORT NO. 3

TARGETED JOBS TAX CREDIT

TAX CREDITS AUTHORIZED AND JOB ORDER ACTIVITY

LINE NO.	PARTICIPATING AGENCY	TARGET GROUPS: ECONOMICALLY DISADVANTAGED: Youth	Vietnam-Era Veterans	Ex-Convicts	Handi-Capped	Cooperative Education Youth	WELFARE: General Assistance	SSI	TOTAL
	A	B	C	D	E	F	G	H	I
1	CETA Prime Sponsors	4018	210	139	4			1	4372
2	ETA Grantees	-	-	-	-		-	-	-
3	Vocational Rehabilitation	1			412		-	-	413
4	Coop. Education School					14171			14171
5	Welfare Offices	-	-	-	-		-	-	-
6	SSA District Office							3	3
7	Veterans Administration				12				12
8	Job Service	777	83	27	54		2	-	943
9	Other			4	2			2	8
10	TOTAL	4795	293	170	484	14171	2	6	19922
11	Invalidations	4							4

NAME AND TITLE OF RESPONSIBLE OFFICIAL	SIGNATURE	DATE SIGNED (Month, Day, Year)

ETA 8472 (Dec. 1980)

Table 5

U.S. DEPARTMENT OF LABOR • Employment and Training Administration
TARGETED JOBS TAX CREDIT *(Report No. 3)*

CHARACTERISTICS OF INDIVIDUALS ELIGIBLE AND FOR WHOM TAX CREDITS ARE AUTHORIZED

OMB Approval No. 44-R1588

STATE Texas

PERIOD ENDING 4-30-81

LINE NO.	CHARACTERISTICS (A)		ELIGIBLE DETERMINATIONS (B)	TAX CREDITS AUTHORIZED (C)
1	TOTAL		8015	5751
2	SEX	Male	4397	3047
3		Female	3618	2704
4	AGE	16 - 18	742	561
5		19 - 24	5937	4359
6		25 - 34	1020	686
7		35 and Over	316	145
8	RACE/ETHNIC GROUP	White, not Hispanic	2432	1876
9		Black, not Hispanic	2154	1373
10		Hispanic	3248	2374
11		American Indian/Alaskan Native	18	12
12		Asian/Pacific Islander	163	116
13		INA	-	-
14 A	VETERAN	Total	731	439
14 B		Disabled	64	41
15	WAGES	Under Federal Minimum Wage		222
16		Federal Minimum Wage to $3.99		4169
17		$4.00 - $4.99		653
18		$5.00 - $5.99		294
19		$6.00 and Over		413
20	OCCUPATIONAL CATEGORY	Professional, Technical, Managerial		343
21		Clerical and Sales		973
22		Service		1784
23		Farm, Forestry, Fishery		57
24		Processing		335
25		Machine Trades		366
26		Bench Work		1064
27		Structural		362
28		Miscellaneous		467

NAME AND TITLE OF RESPONSIBLE OFFICIAL	SIGNATURE	DATE SIGNED (Mo., Day, Yr.)

ETA 8473 (Oct. 1980)

000 71

Among other things, Table 5 shows that most TJTC authorizations--4,359 (nearly 76%)--were for persons ages 19 to 24. Of the total 5,751 TJTC authorizations for this period, 4,169 were made for individuals hired at rates ranging from the Federal Minimum Wage to $3.99 per hour; this group represents approximately 72% of all the persons hired in this program. The occupational categories in which these individuals were employed included Service (31%), Bench Work (18.5%), and Clerical and Sales (17%); each of the remaining occupational categories accounted for less than 8% of the TJTC authorizations.

The Work Incentive (WIN) Program/Welfare Tax Credit

The WIN program offers tax benefits to employers at the same rates as TJTC--half of the first-year wages up to $6,000 and one-fourth of the second-year wages up to $6,000 for each eligible employee. The credit is applied against the employer's total tax liabilities. Any credits exceeding taxes for a given year may be credited to past or future years. Credits can be claimed for employees retained for at least 30 consecutive days. Migrant seasonal farmworkers are not eligible to participate in the WIN program. Under the WIN/Welfare Tax Credit, non-business (household) employers are eligible for a one-year credit of 35% (for wages up to $6,000).

In many cases, employers may also be paid for training new workers. The local WIN office can reimburse up to 50% of the employer's training costs for a given training period; however, it will be necessary to formalize a training contract with the WIN office. Additional financial incentives under this program include an accelerated depreciation schedule for either building or improving day-care facilities for use by employees participating in the WIN program. A new or improved facility can be fully depreciated within five years at an amount equal to the original cost.

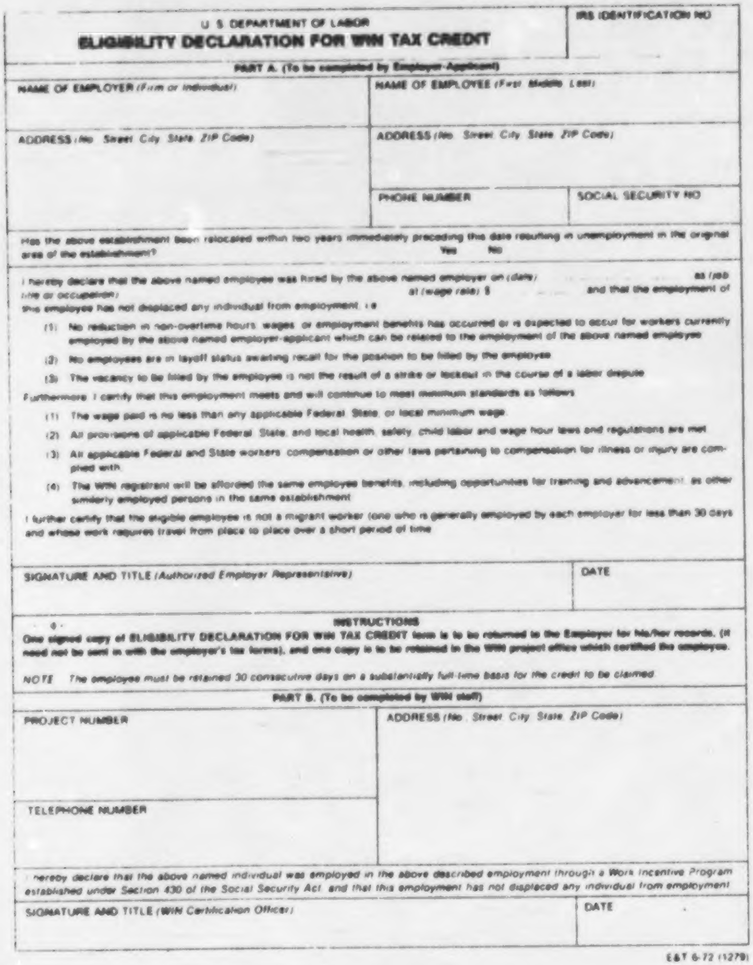
Participant Eligibility

Persons who have received Aid to Families with Dependent Children (AFDC) for 90 or more consecutive days are eligible for the WIN program.

Required Paperwork

The paperwork and procedures involved in claiming a WIN/Welfare Tax Credit are minimal. Once an eligible applicant is hired by an employer, a single certification form must be completed and returned to the appropriate WIN office or the Texas Department of Human Resources. Within a short period of time the agency will return the form, which constitutes official notice of the applicant's participation in the program. To actually receive the tax credit, the employer only needs to transfer summarized information from each certification form to the appropriate IRS form.

An example of the WIN certificate to be completed is shown in Figure 3. These certificates can be obtained from a local office or the Department of Human Resources. A map showing the location of WIN offices in Texas is presented in Figure 4; a list of their names and addresses is provided on page 45.



U. S. DEPARTMENT OF LABOR

ELIGIBILITY DECLARATION FOR WIN TAX CREDIT

IRS IDENTIFICATION NO

PART A. (To be completed by Employer-Applicant)

NAME OF EMPLOYER *(Firm or individual)*

NAME OF EMPLOYEE *(First, Middle, Last)*

ADDRESS *(No., Street, City, State, ZIP Code)*

ADDRESS *(No., Street, City, State, ZIP Code)*

PHONE NUMBER

SOCIAL SECURITY NO

Has the above establishment been relocated within two years immediately preceding this date resulting in unemployment in the original area of the establishment? Yes No

I hereby declare that the above named employee was hired by the above named employer on *(date)* as *(job title or occupation)* at *(wage rate)* $ and that the employment of this employee has not displaced any individual from employment, i.e.

(1) No reduction in non-overtime hours, wages, or employment benefits has occurred or is expected to occur for workers currently employed by the above named employer-applicant which can be related to the employment of the above named employee.

(2) No employees are in layoff status awaiting recall for the position to be filled by the employee.

(3) The vacancy to be filled by the employee is not the result of a strike or lockout in the course of a labor dispute.

Furthermore, I certify that this employment meets and will continue to meet minimum standards as follows:

(1) The wage paid is no less than any applicable Federal, State, or local minimum wage.

(2) All provisions of applicable Federal, State, and local health, safety, child labor and wage hour laws and regulations are met.

(3) All applicable Federal and State workers' compensation or other laws pertaining to compensation for illness or injury are complied with.

(4) The WIN registrant will be afforded the same employee benefits, including opportunities for training and advancement, as other similarly employed persons in the same establishment.

I further certify that the eligible employee is not a migrant worker (one who is generally employed by each employer for less than 30 days and whose work requires travel from place to place over a short period of time.

SIGNATURE AND TITLE *(Authorized Employer Representative)*

DATE

INSTRUCTIONS

One signed copy of ELIGIBILITY DECLARATION FOR WIN TAX CREDIT form is to be returned to the Employer for his/her records. (It need not be sent in with the employer's tax forms), and one copy is to be retained in the WIN project office which certified the employee.

NOTE: The employee must be retained 30 consecutive days on a substantially full-time basis for the credit to be claimed.

PART B. (To be completed by WIN staff)

PROJECT NUMBER

ADDRESS *(No., Street, City, State, ZIP Code)*

TELEPHONE NUMBER

I hereby declare that the above named individual was employed in the above described employment through a Work Incentive Program established under Section 430 of the Social Security Act, and that this employment has not displaced any individual from employment.

SIGNATURE AND TITLE *(WIN Certification Officer)*

DATE

E&T 6-72 (1279)

Figure 3. WIN certification form.

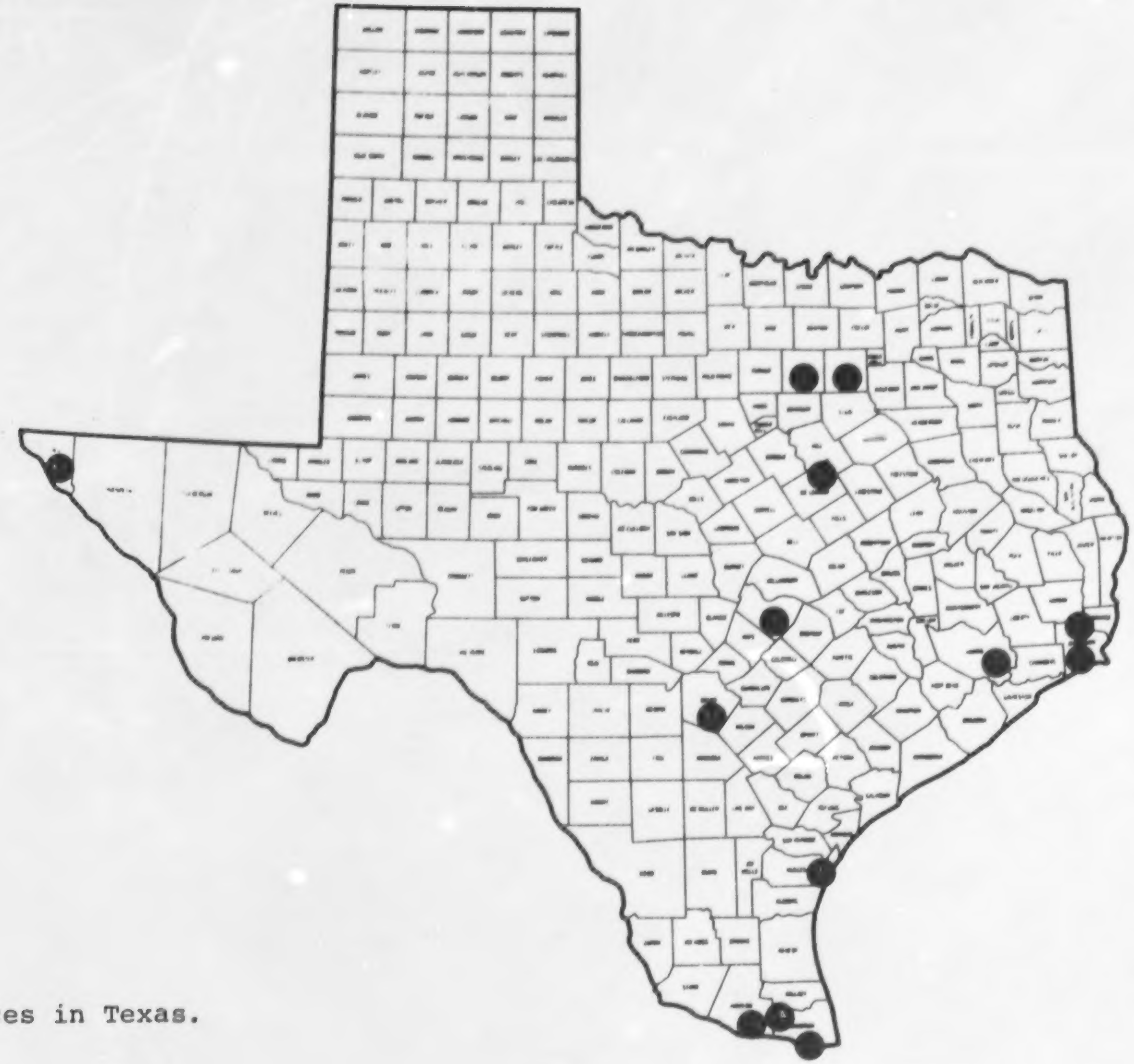


Figure 4. WIN Offices in Texas.

Local WIN Offices

1. Austin WIN Office
Stokes Building
314 W. 11th, Suite 200
Austin, Texas 78701
(512) 476-5247

2. Beaumont WIN Office
4661 Concord Rd.
Beaumont, Texas 77703
(713) 898-4663

3. Brownsville WIN Office
1317 Palm Blvd.
Brownsville, Texas 78520
(512) 451-4494

4. Corpus Christi WIN Office
4410 Dillon Ave.
Corpus Christi, Texas 78415
(512) 853-9926

5. Dallas WIN Office
2405 Cedar Springs, Suite 125
Dallas, Texas 75201
(214) 651-0550

6. Fort Worth WIN Office
301 W. 13th St., 4th Floor
Fort Worth, Texas 76102
(817) 335-5111

7. Harlingen WIN Office
308-310 E. Harrison St.
Harlingen, Texas 78550
(512) 423-8554

8. Houston WIN Office
3317 Montrose, 6th Floor
Houston, Texas 77006
(713) 527-0711

9. McAllen WIN Office
15 S. 15th St.
McAllen, Texas 78501
(512) 686-9564

10. Port Arthur WIN Office
3880 Gulfway Dr.
Port Arthur, Texas 77640
(713) 983-6186

11. San Antonio WIN Office
537 S. Main St.
San Antonio, Texas 78204
(512) 222-8484

12. Waco WIN Office
112 S. 6th St.
Waco, Texas 76701
(817) 752-6531

13. El Paso WIN Office
1801 Wyoming
El Paso, Texas 79902
(915) 533-6213

Employee Selection

As with the TJTC program, selecting employees from the group eligible for the WIN program is the choice of the employer.

Employer Responsibilities

Employees participating in the WIN/Welfare Tax Credit program must receive the same wages and benefits as persons working at similar jobs in the company; in addition, the employer must comply with all labor regulations, including minimum wage laws.

On-the-Job Training (OJT) Programs

OJT involves private firms hiring people to fill entry-level positions within a given occupation in order to accomplish two objectives: (1) productive work under close supervision; and (2) job skills training. As such, OJT is the most frequently used training approach under Title VII. Employers design and conduct the job training; at the same time, they tailor it to their own specific needs. OJT benefits the participants because they are hired, trained, and generally secure permanent employment in the unsubsidized, skilled work force. The OJT program is relatively inexpensive and effective; the employer also retains the right and privilege of terminating any participant, at any stage in the training process, if the employer feels that individual will not make a productive, permanent employee. (An example of this approach is further explained in this Guide.)

In addition, it should be noted that the local staff of the Bureau of Apprenticeship and Training can assist employers to utilize OJT positions in one or more registered apprentice programs. This assures the individual and the employer of the development of skills necessary to perform the occupation of a skilled craft worker. (See Section IV of this guide for a detailed description of the apprentice system.)

Financial Incentives

Employers are reimbursed for OJT costs during the training period. The amount of reimbursement, negotiated in a contractual agreement, is normally based on two factors: (1) the difficulty of the skills to be developed, which determines the length of training; and (2) the entry-level wage. The reimbursement usually amounts to half the trainee's wages (excluding fringe benefits). In certain cases, such as training of the handicapped, employers and prime sponsors may agree on a higher reimbursement rate. In addition, actual costs incurred by the employer for classroom training and other training services for OJT participants may be reimbursed. Employers invoice the prime sponsor monthly and are reimbursed under terms of the OJT contract.

Participant Eligibility

All participants in OJT must be economically disadvantaged.* Participants to be trained must be hired from among referrals by the prime sponsor. In contrast to TJTC, employers may not hire a person first, and then have them certified eligible at a later point in time.

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*See Glossary of Terms.

Required Paperwork

Employers who want to conduct an OJT program sign an agreement with the prime sponsor. These agreements must include:

- a brief outline stating the length and nature of training
- the method and amount of reimbursement
- the number of participants to be trained
- a job description and wage rates
- reporting requirements
- a requirement that employers keep attendance, payroll and time records, and maintain job duty statements
- specification of costs to be reimbursed other than OJT costs
- a termination clause for non-performance
- an assurance that employers will comply with regulations

Additional provisions may be included if they do not place excessive burdens on employers. These include a commitment to hire, job referrals to other similar skill areas, or adherence to certain standards of accounting.

Employee Selection

Selecting employees from the eligible group referred by the prime sponsor is the choice of the employer.

Employer Responsibilities

OJT involves a cooperative, contractual arrangement between the employer and the prime sponsor. The employer designs the training program for the positions to be filled. The employer's control is limited by the contract, but the employer does control the design and operation of the training activies for OJT participants who may ultimately become his/her employee(s).

Employers are encouraged, where applicable, to consult with labor unions in developing a contractual agreement.

Classroom training

Classroom training provides the opportunity for prime sponsors and employees to work together in designing and implementing a training program for disadvantaged people. Emphasis is placed on developing skills needed to fill positions available with the respective employers who have the option of hiring, or not hiring, people who have completed the program.

Financial Incentives

If an employer conducts classroom training, the prime sponsor may pay associated costs such as staff salaries, supplies, rent, and similar expenses. If the prime sponsor conducts the training, there is no monetary reimbursement to the employer. Reimbursement is possible, however, if the employer hires a person who has completed the classroom training under provisions of an OJT contract (see pages 47-48). The employer may also be able to claim a tax credit if the new employee is from one of the eligible groups of the TJTC programs (see pages 29-39).

Participant Eligibility

Criteria for classroom training eligibility are the same as for OJT; that is, all participants must be economically disadvantaged.*

Required Paperwork

If the training is conducted by the prime sponsor, the employer acts only as a consultant, and a minimum of paperwork is required. However, employers who want to operate a classroom training program must contract with the prime sponsor. The contract stipulates what training will be provided and what costs the prime sponsor will pay. Records must be kept of training activities, student progress, and associated costs. The prime sponsor is usually willing to help in this effort. Once a month, the employer invoices the prime sponsor and is reimbursed.

Selection of Employees

Prime sponsors select students for training programs. Local employers are encouraged to recommend students for these programs. The actual hiring of students who complete training at the discretion of the employer.

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*See Glossary of Terms.

Employer Control

Classroom training is conducted at a skill training area rather than at the specific job within the respective firm, and usually involves 10 or more trainees at a time. When the training is conducted by the prime sponsor, potential employers should participate in the program design. Employers, through the PIC, can recommend a training curriculum that produces qualified "graduates" who can meet entry-level requirements for employment.

Job upgrading and retraining

Job upgrading enables employers to offer training to individuals--especially women and minorities--who are locked into "dead-end" jobs. The program is designed to provide workers in entry-level positions with access to more advanced jobs, while at the same time providing employers with appropriately trained personnel. Entry-level jobs vacated by upgraded trainees may be filled with CETA-eligible applicants. Prime sponsors generally give priority to employers who have a commitment to hiring CETA participants.

Retraining is a similar program; in this instance, employers teach CETA participants job skills that will qualify them to compete for jobs different from those in which they are currently employed. This program is directed at occupations where there are shortages of skilled workers, and which promise steady employment.

Skill training under either of these programs may consist of classroom training, OJT, or both. Such training may be conducted by the employer, prime sponsor, or a qualified third party.

Participant Eligibility

Workers who have been in the same job for at least six months, and/or underemployed because of a lack of opportunities either from employment disadvantages or personal educational deficits, are eligible to participate in job upgrading or retraining. To be in the latter type of program, a person must have received a legitimate layoff notice and stand little chance of finding an equivalent job in the same labor market.

Required Paperwork

Both programs involve developing a CETA contract with the prime sponsor; reporting procedures resemble those for OJT (see pages 47-48).

Selection of Employees

As stated above, employers are encouraged to hire CETA-eligible individuals to fill jobs vacated by upgrading. However, selecting new employees remains entirely up to the employer.

Employer Control

Again, as with OJT, the contractual arrangement determines the extent of employer autonomy. Employers design the program to fit their needs, and the prime sponsor must insure that funds are expended properly.

Section III:
Other CETA-supported or sponsored job training programs

There are three other major, federally supported or sponsored, job training programs that can meet the needs of the private sector. All are funded by the Department of Labor. These programs include:

- CETA Youth Employment and Training Programs (YETP)
- Industry Work Experience Centers (IWEP)
- Texas Job Corps Centers

CETA youth programs have grown dramatically in recent years as Congress has authorized more money to create effective ways to help young people find productive employment. Training reimbursements under CETA youth programs are the same as those available for adult OJT programs. The operation of the youth programs is similar to adult OJT programs, with special provisions made for in-school youth.

CETA youth programs; Title IV

Aimed at reducing youth unemployment, all but one of the CETA programs for young men and women--ages 14 to 21--are authorized under provisions of Title IV. These youth usually are experiencing severe difficulties in finding jobs, need help in learning basic skills, and lack credentials such as high school diplomas; many also have dependents. These youth include offenders, veterans, the handicapped, women, and minorities.

There are four major programs under this title: Youth Community Conservation and Improvement Projects; Youth Employment and Training Program; Summer Youth Employment; and Job Corps.

Youth Community Conservation and Improvement Projects (YCCIP)

These projects are design to employ eligible youth and to bring about community improvement; therefore, the organizations participating in these programs are mostly public or private non-profit. The program provides employment, work experience, and skill training opportunities for youth engaged in community service activities for a period not to exceed one year. Youth should generally be 16 to 19 years of age, unemployed, and economically disadvantaged* to qualify as an eligible participant in these projects. A Youth Council must be formed as a condition to receive funding. The Council must represent local community interests, and interests of the eligible youth.

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*See Glossary of Terms.

Youth Employment and Training Program (YETP)

Any CETA activity serving individual clients which is funded under the various titles of the legislation can also be conducted according to provisions of YETP, except public service employment. As a consequence, it is one of the most flexible Title IV programs. Prime sponsors can develop OJT contracts with private sector employers to meet the needs of the private sector (and the individual participants) in the same fashion as programs under other CETA titles.

The purpose of YETP is to impact the structural unemployment problem of youth ages 16 to 21 by enhancing their job prospects and career opportunities. The intent is to provide meaningful employment, capitalize on community service opportunities, and provide such training and supportive services as are necessary to enable them to secure suitable and appropriate unsubsidized employment in the public or private sector.

Through various "incentive and social bonus" demonstration projects, private employers are provided a bonus for employing five eligible youths for at least 35 hours weekly for a year. During this period, the employer is to offer training, supportive services, and counseling as needed. As with YCCIP, a Youth Council must be established if a program is to receive CETA funds.

Summer Youth Employment Program (SYEP)

This program is intended to provide work experience and OJT to youth between ages 14 and 21 who are disadvantaged and still in school, or out-of-school youth who are unemployed. Those participants of SYEP who are not expected to return to school should be provided with short-term subsidized employment that leads to full-time unsubsidized employment. The program should include: vocational counseling and occupational information; structured and well-supervised work experiences; opportunities to explore vocational interests; and support services to induce or aid drop-outs to return to school.

Industry Work Experience Program (IWEP)

To help young people acquire needed experience in private business and industry, the Job Corps sponsors the Industry Work Experience Program (IWEP). The Job Corps has been operating for more than 15 years, providing educational and vocational training through a network of residential and non-residential centers. Job Corps regional offices are in charge of the IWEP, which consists of three parts:

- *Transitional work experience.* Work experience assignments of not more than 20 weeks which are combined with active job search assistance
- *Industry-oriented work experience.* Work experience assignments to improve young peoples' work skills and expose them to jobs they will have when training is complete
- *Industry training centers.* To "attach" small training centers to individual employers who provide training and work experience

Financial Incentives

IWEP participants are considered "joint employees" of the Job Corps and the employer. During the first six weeks of work experience, the Job Corps pays for the first 25 hours of training per week; the employer pays for any additional hours. The Job Corps will under some circumstances reimburse employers for training costs, as well. As with OJT programs, employers may be reimbursed for half the starting wage of jobs for which employees are being trained. The length of training is negotiated on an individual basis, depending on the complexity of the job.

Texas Job Corps Centers

The Texas Job Corps Centers provide a program for upgrading the job skills of disadvantaged youth. The program, sponsored by the Department of Labor, is designed for youth ages 16 to 21 who meet certain eligibility requirements. Services available to these youth include:

- vocational and basic education training
- in-house, resident programs
- counseling and guidance
- self-paced study groups
- job skill programs
- preparation for employment
- actual placement in a job

The length of an individual's program varies from nine months to two years, depending on the needs of each participant.

The Texas Job Corps Centers are located on the map in Figure 5; the addresses for the respective centers are also presented on page 67.

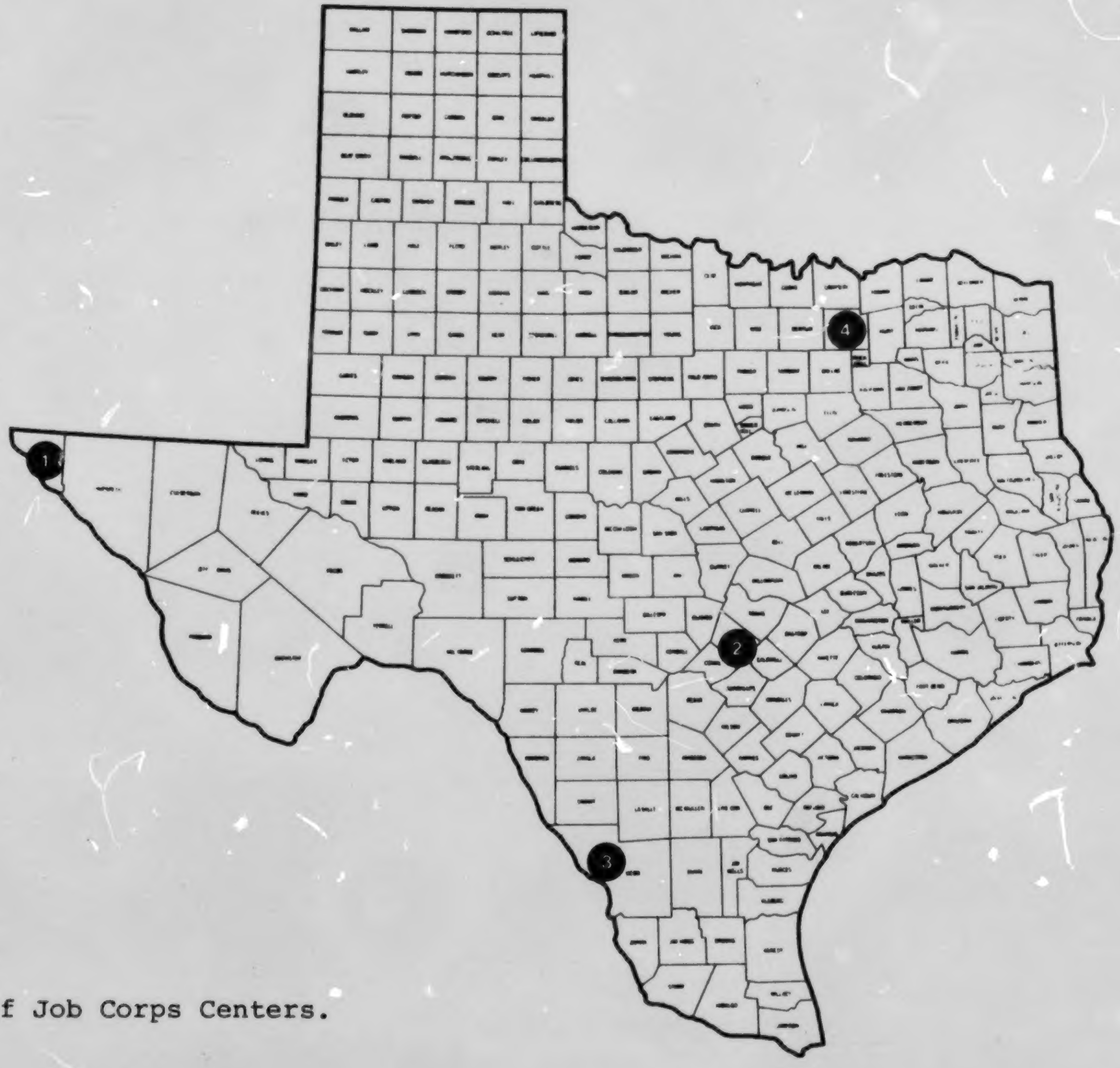


Figure 5. Location of Job Corps Centers.

Texas Job Corps Centers

1. El Paso Job Corps Center
   1115 Gateway West
   El Paso, Texas 79935
   (915) 594-0022

2. Gary Job Corps Center
   Box 967
   San Marcos, Texas 78666
   (512) 396-6652

3. Laredo Job Corps Center
   Box 3134
   Laredo, Texas 78041
   (512) 724-7704

4. McKinney Job Corps Center
   Box 750
   McKinney, Texas 75069
   (214) 542-2623

Section IV:
Apprentice programs coordinated by the Bureau of Apprenticeship and Training

Apprentice training programs represent a unique government/private sector partnership that has been successful since it was first initiated in 1937. However, because apprentice training is widely misunderstood, and because accurate information about it is difficult to obtain due to its diversity in local areas, an entire section of this guide has been devoted to a detailed explanation of this system.

Apprentice Programs: Job Training by the Private Sector

For more than 4,000 years, individuals have learned skilled occupations through the apprenticeship process.

An apprentice is a person "bound by indenture to serve another for a prescribed period with a view to learning an art or trade," or an individual "who is learning by practical experience under skilled workers a trade, art, or calling."

During the period from the Middle Ages until shortly after the Industrial Revolution, an apprentice was indentured to a "Master Craftsman" for the number of years required to learn the trade. In return for the work performed while learning the craft, the apprentice received food, clothing, and shelter. Subsequently, the apprentice system evolved into what is today a formal arrangement whereby the apprentice must work under the supervision of a skilled craft worker for a period of not less than one year nor more than six years, depending on the occupation. In addition, the apprentice must attend classroom instruction to supplement the on-the-job training (OJT).

The related classroom instruction is usually held during evenings and/or on weekends at technical colleges, trade schools, or vocational institutions. The instruction provides apprentices with learning experiences in the theoretical aspects of the trade through technical courses such as mathematics, blueprint reading, drafting, and others related to the occupational skills to be developed. Most apprentice programs take three to five years to complete.

History of Apprenticeship in the U. S.

The existing apprenticeship system in the United States has evolved from the European apprenticeship systems, whereby an apprentice was bound by contract to a master to learn a craft or trade. Early immigrants to this country bound themselves by similar contracts--in some cases, to pay the cost of crossing the Atlantic. This system developed informally and locally, especially during the Industrial Revolution;

however, it became more formalized because of early union activities. In 1911, the Wisconsin Legislature became the first in the United States to promote an organized system of apprenticeship by placing apprentice programs in the state under the jurisdiction of an industrial commission.

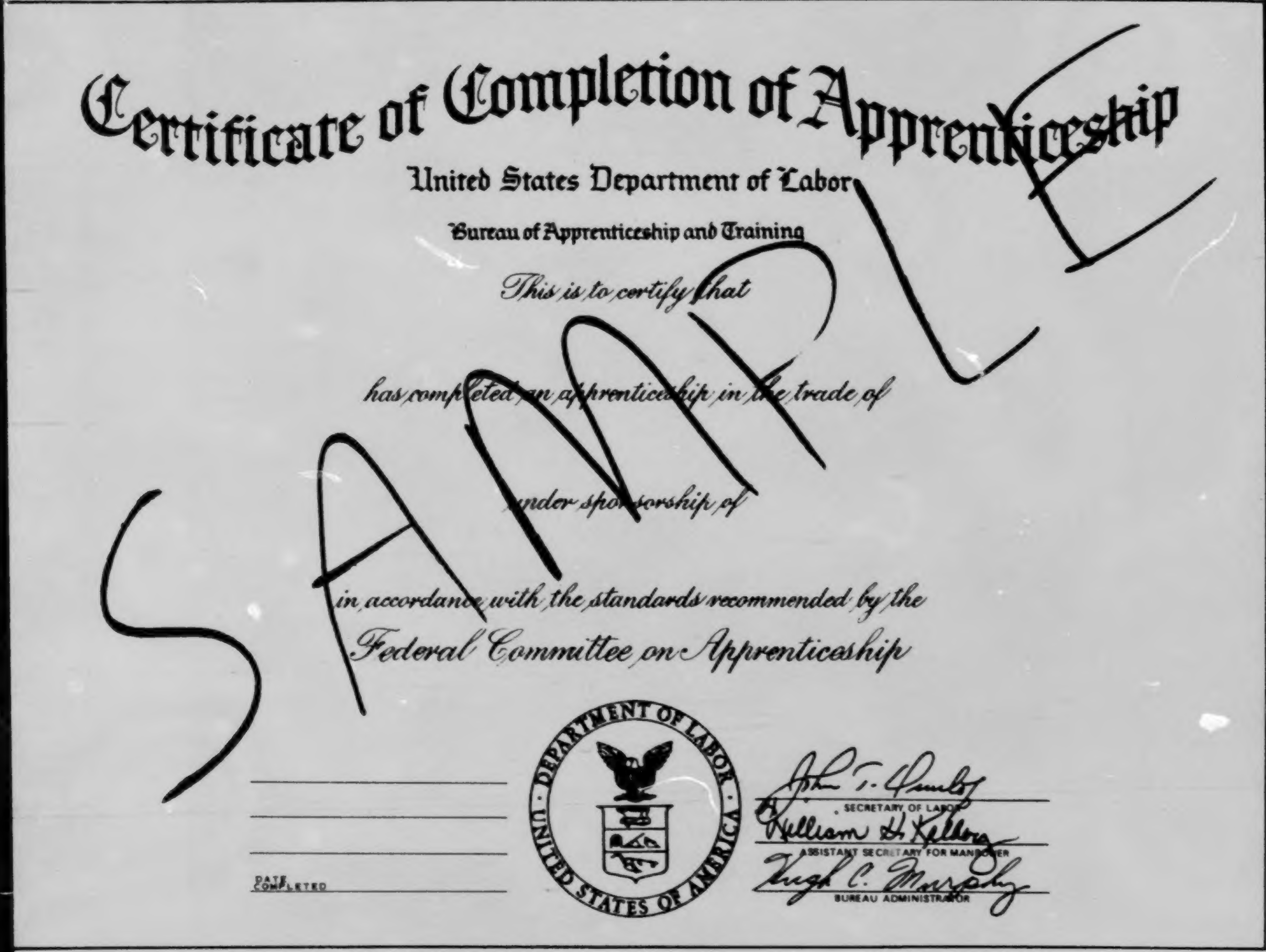
Because of new restrictions on immigration after World War I, fewer skilled workers were entering this country; and increased economic growth during that period accentuated the need for comprehensive training of apprentices. Responding to these pressures, Congress created the Federal Committee on Apprenticeship in 1934; in 1937 it passed the National Apprenticeship Act. Popularly known as the Fitzgerald Act (named after its sponsor, William T. Fitzgerald of Connecticut) the legislation was "to promote the furtherance of labor standards of apprenticeship . . . [and] . . . to extend the application of such standards by encouraging the inclusion thereof in contracts of apprenticeship, to bring together employers and labor for the formulating of programs of apprenticeship, to cooperate with State Agencies in the formulating of standards of apprenticeship."

BAT Activities

Presently, the United States is the only major industrial nation with a voluntary apprenticeship system. This system is coordinated mainly through the Department of Labor's Bureau of Apprenticeship and Training (BAT).

Since 1937, the functions of BAT have been advisory, promotional, and informational in nature. Through field representatives in each of the 50 states, and other United States territories, BAT personnel work mainly with private industries to help them establish apprentice programs. They also advise potential apprentices on the process and requirements for entering these programs. BAT personnel generally:

- help industries to develop apprentice programs which will prepare individuals to perform at the skill levels established for a given occupation by private industry
- register apprentice programs that meet industry standards
- identify occupations that are deemed to be apprenticeable
- certify apprentices who have completed training by issuing a Certificate of Completion of Apprenticeship with an appropriate designation of trade or craft (see Figure 6)
- are a signatory party to the Apprenticeship Agreement Between Apprentice and Employer (see Figure 7)



Certificate of Completion of Apprenticeship

United States Department of Labor

Bureau of Apprenticeship and Training

This is to certify that

has completed an apprenticeship in the trade of

under sponsorship of

in accordance with the standards recommended by the

Federal Committee on Apprenticeship

DATE COMPLETED

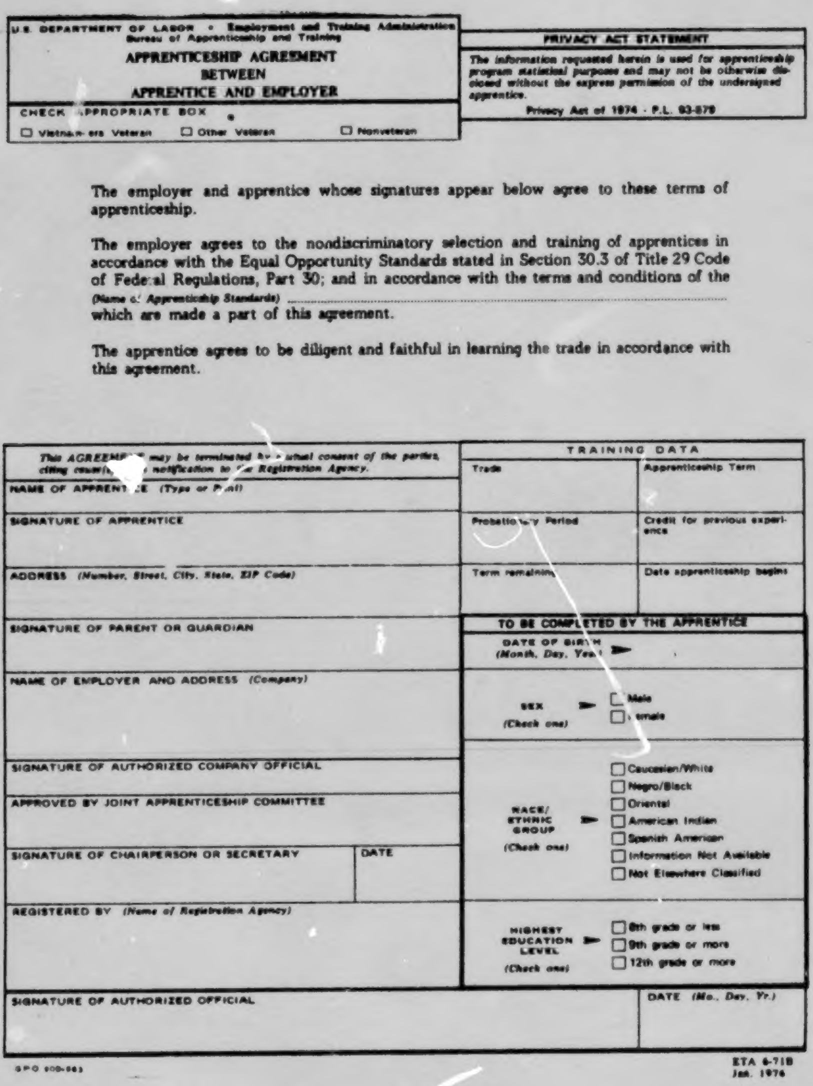
John T. Dunlop
SECRETARY OF LABOR

William H. Kolberg
ASSISTANT SECRETARY FOR MANPOWER

Hugh C. Murphy
BUREAU ADMINISTRATOR

SAMPLE

Figure 6. Certificate of Completion of Apprenticeship



U.S. DEPARTMENT OF LABOR • Employment and Training Administration
Bureau of Apprenticeship and Training

APPRENTICESHIP AGREEMENT
BETWEEN
APPRENTICE AND EMPLOYER

CHECK APPROPRIATE BOX

☐ Vietnam-era Veteran ☐ Other Veteran ☐ Nonveteran

PRIVACY ACT STATEMENT

The information requested herein is used for apprenticeship program statistical purposes and may not be otherwise disclosed without the express permission of the undersigned apprentice.

Privacy Act of 1974 - P.L. 93-579

The employer and apprentice whose signatures appear below agree to these terms of apprenticeship.

The employer agrees to the nondiscriminatory selection and training of apprentices in accordance with the Equal Opportunity Standards stated in Section 30.3 of Title 29 Code of Federal Regulations, Part 30; and in accordance with the terms and conditions of the *(Name of Apprenticeship Standards)* .... which are made a part of this agreement.

The apprentice agrees to be diligent and faithful in learning the trade in accordance with this agreement.

This AGREEMENT may be terminated by mutual consent of the parties, citing cause(s), [illegible] notification to the Registration Agency.	TRAINING DATA	
NAME OF APPRENTICE *(Type or Print)*	Trade	Apprenticeship Term
SIGNATURE OF APPRENTICE	Probationary Period	Credit for previous experience
ADDRESS *(Number, Street, City, State, ZIP Code)*	Term remaining	Date apprenticeship begins
SIGNATURE OF PARENT OR GUARDIAN	TO BE COMPLETED BY THE APPRENTICE	
	DATE OF BIRTH *(Month, Day, Year)* ►	
NAME OF EMPLOYER AND ADDRESS *(Company)*	SEX *(Check one)* ►	☐ Male ☐ Female
SIGNATURE OF AUTHORIZED COMPANY OFFICIAL	RACE/ ETHNIC GROUP *(Check one)* ►	☐ Caucasian/White ☐ Negro/Black ☐ Oriental ☐ American Indian ☐ Spanish American ☐ Information Not Available ☐ Not Elsewhere Classified
APPROVED BY JOINT APPRENTICESHIP COMMITTEE		
SIGNATURE OF CHAIRPERSON OR SECRETARY / DATE		
REGISTERED BY *(Name of Registration Agency)*	HIGHEST EDUCATION LEVEL *(Check one)* ►	☐ 8th grade or less ☐ 9th grade or more ☐ 12th grade or more
SIGNATURE OF AUTHORIZED OFFICIAL		DATE *(Mo., Day, Yr.)*

GPO 900-963

ETA 6-71B
Jan. 1976

Figure 7. Apprenticeship agreement between apprentice and employer.

- monitor new and on-going, registered apprentice programs to ensure they meet industry standards for that occupation
- administer regional, state, and area offices which are established to maintain files of programs available to job seekers in each geographic area
- disseminate available information to persons interested in entering apprentice training programs
- serve as the primary agency for men and women who are 16 or older, have a high school diploma or an equivalency certificate (GED), and are physically able to do the work required of the apprentice occupation(s) in which they are interested*

In Texas, there are 17 BAT employees--including support staff--who administer these activities mentioned above. Apprenticeship Training Representatives (ATRs) administer BAT field offices in eight regions of Texas. These regions, the location of the ATR offices, and the names, addresses, and telephone numbers of each ATR are presented in Figure 8 and accompanying information. In January 1981, there were 18,404 apprentices registered in 914 active programs in Texas: 4,681 were members of various minority groups and 1,038 were females. The number of registered apprentices for each

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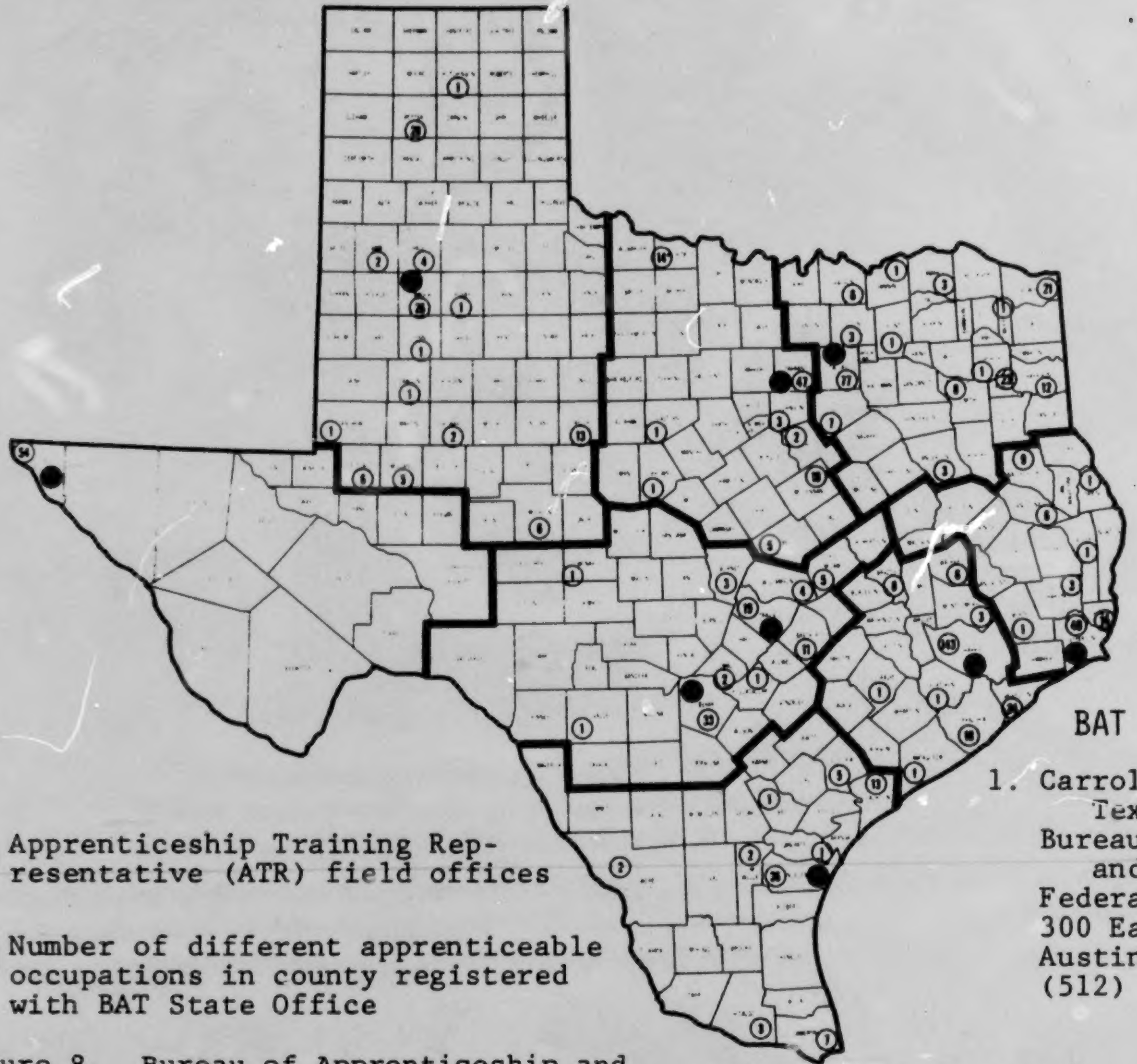
*Some smaller apprentice programs in Texas, however, do not require a high school diploma or a GED for entry. While BAT specifies a minimum age of 16 to enter a program, entrance into apprenticeship is normally at age 17 or 18; applicants of minimum age generally have difficulty in being admitted into a program.



● Apprenticeship Training Representative (ATR) field offices

○ Number of different apprenticeable occupations in county registered with BAT State Office

BAT State Office:

1. Carrol S. Foren,
   Texas State Director
   Bureau of Apprenticeship
   and Training
   Federal Building, Room 578
   300 East 8th Street
   Austin, Texas 78701
   (512) 397-5636 or 397-5637

Figure 8. Bureau of Apprenticeship and Training Service Areas and Field Offices.

Bureau of Apprenticeship and Training Areas and Personnel in Texas

San Antonio Area
(1,596 registered apprentices)
2. Clinton "Clem" Lowe, ATR
Federal Building, Room B-414
727 East Durango
San Antonio, Texas 78206
(512) 229-6230

El Paso Area
(346 registered apprentices)
Temporarily served by:
3. Ruben Dominguez, ATR
1116 Western Bank Building
505 Marquette, N.W.
Albuquerque, New Mexico 87102
(915) 543-7649

Lubbock Area
(1,032 registered apprentices)
4. Kenneth Lamkin, ATR
Federal Building, Box 422A
1205 Texas Avenue, Room 422A
Lubbock, Texas 79401
(806) 762-7650

Fort Worth Area
(1,596 registered apprentices)
5. John Piekarski, ATR
Federal Office Building, Room 9A08
819 Taylor Street
Fort Worth, Texas 76102
(817) 334-3486

Dallas Area
(2,614 registered apprentices)
6. William Hogan, ATR
Raymond Federle, ATR
1499 Regal Row, Suite 503
Dallas, Texas 75247
(214) 767-7785

Corpus Christi Area
(983 registered apprentices)
7. Valerie Caddell, ATR
United Savings Building, Room 425
3765 South Alameda
Corpus Christi, Texas 78411
(512) 888-3393

Beaumont Area
(1,361 registered apprentices)
8. Frank Herring, ATR
U. S. Federal Building and Courthouse
300 Willow Street, Room 324
Beaumont, Texas 77701
(713) 838-0271, Ext. 215

Houston Area
(9,077 registered apprentices)
9. Claude Gray, ATR
Stelley Bradshaw, ATR
Vernon Colemand, ATR
Veteran's Administration Building, Room 2102
2320 LaBranch
Houston, Texas 77004
(713) 226-4237

BAT region is also listed with the area designation. The number of different apprenticeable occupations in each Texas county that were registered with BAT in January 1981 are also noted on the map in Figure 8.

Apprentice Training: A Private Sector Interest

Who operates apprentice programs?

Apprentice programs may be sponsored by single employers, by groups of employers, by single employers cooperating with a union, or by groups of employers collaborating with a union. Nearly 80% of all programs in the United States are sponsored exclusively by single employers; however, joint programs (those which include union participation) are the largest; they account for approximately 80% of all registered apprentices.

Local apprentice programs are monitored by a local apprenticeship committee. This committee determines the apprenticeship curriculum--the relative amounts of OJT and related classroom instruction--in accordance with industry standards.

In Texas, about 250 apprentice programs have more than five apprentices each; of these 250 programs, 90 to 95% are either joint programs (with business/industry involvement) or programs operating in a unionized business/industry. Therefore, it is evident that virtually all apprentice training programs in Texas are sponsored and funded by private concerns. In turn, sponsors--private sector employers--are highly committed to maintaining the essentially private character of the system; they resist any effort which is viewed as government intervention. Employers seem to feel the system works well, and the private sector does not want to see it changed. Consequently, there has been a reluctance to become too closely involved with the public education system.

Partly because of this suspicion of public sector involvement and partly resulting from the failure of public schools to understand apprenticeship and "reach out" to industry in the past, meaningful alliances are difficult to build despite the fact that related classroom instruction is often provided to apprentices by local school systems or community colleges, notes Bob Glover, current Chairman of the Federal Committee on Apprenticeship.

Union Involvement in Apprentice Training

In those situations where labor unions make requests for training, joint apprentice programs which are registered with BAT may obtain related classroom instruction from local education agencies. In addition, local education agencies may request funding assistance to sponsor related classroom instruction for registered apprentice programs within their districts. State funds are available for apprentice programs that comply with the criteria set forth in Chapter 33 of the Texas Education Code. The funds for related classroom instruction are state tax dollars which are available to the public, including employers who have one or more registered apprentice programs and are being sponsored by a local education agency.

State Involvement in Apprentice Training

State involvement in apprentice training is limited to providing funds for related classroom instruction and rendering technical assistance to local education agencies. State institutions sponsoring related classroom instruction in apprentice programs are listed in Table 6. During the 1979-80 school year, the secondary independent school districts noted spent approximately $1.3 million in state funds to provide related classroom instruction to 4,976 apprentices. The postsecondary institutions spent about $1.7 million during that same period to provide instruction to 6,920 apprentices. (It should be noted that state funds are not used to support OJT activities.)

Table 6

State Institutions Approved to Sponsor Related Classroom Instruction in Apprentice Programs*

Secondary Independent School Districts	Postsecondary Institutions
Abilene	Amarillo College
Austin	Brazosport College
Beaumont	College of the Mainland
Bryan	Del Mar College
Calhoun County	Grayson County College
Corpus Christi	Houston Community College
Dallas	Kilgore College
Denton	Odessa College
El Paso	San Antonio College
Fort Worth	San Jacinto College
Lubbock	South Plains College
Marble Falls	Tarrant County Junior College District
Midland	Temple Junior College
San Angelo	Texas State Technical Institute
Waco	Tyler Junior College
Wichita Falls	Vernon Regional Junior College
Ysleta	

*For more information about these programs contact:

Dan Lowe, Apprenticeship & Training Coordinator
Texas Education Agency
201 East 11th Street
Austin, Texas 78701
(512) 475-3129

What is an Apprenticeable Occupation?

An apprenticeable occupation is a skilled trade that possesses certain characteristics--particular types and levels of skills--that are recognized throughout a given industry. The BAT uses the following criteria for identifying occupations that are apprenticeable:

- it is customarily learned in a practical way through a structured, systematic program of on-the-job training
- it is clearly identified and commonly recognized throughout a given industry
- it involves manual, mechanical, and/or technical skills and knowledge that requires a minimum of 2,000 hours of on-the-job work experience
- it requires related classroom instruction to supplement the on-the-job training

In the past, the Department of Labor has recognized about 450 occupations as apprenticeable; however, there have been recent efforts to expand this list. The March 11, 1980 issue of the *Federal Register* lists 723 occupational titles in which apprentices were reported registered nationwide. "Because each state or territorial apprenticeship agency has the prerogative of declaring an occupation to be apprenticeable, there are substantial variations from state to state in interpreting the various criteria for apprenticeability," the issue notes.

Currently, there are approximately 173 active apprenticeable occupations registered with the BAT in Texas. These occupations were identified on the basis of actual program reports in the BAT Texas State Office in January 1981 (see Table 7). However, it should be understood that this list changes constantly. Some apprentice programs have only one or two apprentices, and when the individuals finish the program, the occupational title is dropped from the program files. Similiarly, new titles are added as new programs are established--and this happens constantly. Because of the extremely active nature of apprentice programs, it is only possible to provide a general representation of what is happening at any given point in time.

Most apprentice programs are at the present time, however, concentrated within a few industries and occupations. The types of occupations and the number of apprentices in each during 1978 (for both the U.S. and Texas) is shown in Table 8. The 10 most common occupations nationwide are shown in Table 9; note that most of these are in the construction industry.

Table 7

Apprentice Occupations Registered with BAT in Texas--January 1981

- Air Conditioning & Refrigeration Mechanic
- Air Conditioner Installer
- Air Conditioner Repairer
- Alteration Tailor
- Appliance Mechanic

- Arborist (Tree Surgeon)
- Arborist (Nurseryman)
- Architectural Coatings Finisher
- Automobile Body Repairman
- Artificial Glass Eye Maker

- Asbestos Worker
- Automobile Mechanic
- Automobile Radiator Mechanic
- Automotive Body Builder
- Automotive Machinist

- Automotive Mechanic (Truck)
- Baker
- Barber
- Bio-Medical Instrumentation Technician (Bio-Medical Equipment Technician)

- Blacksmith
- Boilermaker
- Boilermaker (Shipfitter)
- Bookbinder
- Brick Mason

- Building Maintenance Mechanic
- Business Machine Repairer
- Butcher
- Cabinetmaker
- Cable Splicer

- Cameraman
- Carpenter
- Carpenter (Maintenance)
- Carpenter (Residential)
- Cement Mason

- Chef
- Chemical Laboratory Technician
- Chemical Process Operator
- Cleaner, Pointer & Caulker
- Commerical Photographer

- Communications Technician
- Composing Room Machinist
- Construction Equipment Mechanic
- Cook
- Concrete-Pipe-Making Machinist

- Coremaker
- Cylinder-Die-Machine Operator
- Data Processor Technician
- Die-Maker (Die Casting)
- Diesel Mechanic

- Drafter, Civil
- Drafter, Detail
- Drafter, Mechanical
- Electric Motor Repairer
- Electric Technician (Radio Mechanic)

- Electric Tool Repairer
- Electrical Sign Worker
- Electrician (Airplane)
- Electrician (Construction)
- Electrical Instrument Repairer

- Electrician (Maintenance)
- Electrician (Neon Tube Bender)
- Electromedical Equipment Repairer

- Electronic Sales & Service Technician
- Electronic Technician
- Emergency Medical Technician (Ambulance)

- Engineering Aide (Drafter, Electrical)
- Envelope Pressman
- Environmental Control System Installer/Servicer

- Exterminator
- Farm Equipment Mechanic
- Fire Equipment Inspector
- Firefighter
- Floor Layer

- Floor Molder
- Floral Designer
- Gasoline Engine Repairer
- Glassblower
- Glazier

- Grade & Paving Equipment Operator
- Greenskeeper
- Gunsmith
- Impression Die Sinker

148

149

Table 7 (continued)

Industrial Truck Mechanic
Instrument & Meter Repairer
Instrumentation (Refrigeration (Mechanic)
Insulator

Ironworker (Structural Steel Worker)
Jeweler
Job Printer/Compositor
Laboratory Technician
Landscaper

Lather
Law Enforcement Officer
Lineman
Lithographer
Lithographic Pressman

Locksmith
Machinist
Mailer
Maintenance Mechanic
Maintenance Sheet Metal Worker

Marble Setter
Meatcutter
Metal Fabricator
Millman
Millwright

Model Maker
Molder
Molder/Coremaker
Motor Boat Mechanic
Motorcycle Repairer

Newspaper Printing Pressman
Nursing Assistant
Office Machine Repairer
Oil Tool Maintenance Mechanic
Operating Engineer

Optical Technician
Organ Builder (Pipe Organs)
Orthopedic Appliance & Limb Technician
Painter (Car, Truck)

Painter (Maintenance)
Painter & Decorator
Patternmaker
Pest Control Operator
Photoengraving Finisher

Photoengraver (Commercial)
Pile Driver
Pilot Plant Operator
Pipefitter
Pipefitter (Maintenance)

Plasterer
Plater
Plumber
Plumber (Maintenance)
Polisher-Buffer II

Potter
Powerhouse Operator
Precision Grinder
Printing Press Operator
Printer

Proofer
Prosthetist
Pump Maintenance & Repair
Pumper Gauger
Radiographer

Retoucher
Rigger
Roll Turner
Roofer
Scale Mechanic

Sheet Metal Worker
Sign & Pictorial Painter
Signal System Electrician
Shoe Repairer
Sprinkler-Fitter

Stationery Engineer
Steamfitter
Stereotyper
Stone Mason
Surveyor

Television & Radio Repairer
Terrazo Worker
Tile Setter
Tool & Die Maker
Tool Maker

Transmission Mechanic
Trimmer Die Sinker
Truck & Trailer Body Builder
Upholstery & Furniture Repairer
Vending Machine Mechanic

Table 7 (continued)

Welder Welder-Fitter	Welding Equipment Maintenance & Repair

SOURCE: BAT Texas State Office, January 1981.

A key incentive which motivates employers in the construction industry to participate in registered apprentice programs is the Davis-Bacon Act of 1931. This act, which mandates that prevailing wages be paid on federally supported construction projects, permits apprentices and trainees registered with federal or state apprenticeship agencies to be paid less than full journeyman rates. Without registration, all workers must be paid at full journeyman rates, notes Glover.

Requirements to Enter Apprentice Programs in Texas

The organizations controlling admission into apprentice programs in Texas are the local apprenticeship committees which also determine the program curriculum; consequently, the would-be apprentice must meet whatever standards have been established by the respective committee for entry and continuation in the program.

The names and addresses of private employers who are operating apprentice programs have not been listed in this guide because many of these programs are operated for their employees only. As such, an employee is often required to have several years of service

Table 8

Number of Apprentices in Selected Occupations in the United States and Texas during 1978

Occupation	United States	Texas	Texas as a % of U. S.
Air Conditioning & Refrigeration Mechanics	1,992	102	5.1
Aircraft Mechanics & Repairers	642	2	0.3
Automotive & Related Mechanics	9,905	392	4.0
Automotive & Related Body Mechanics	3,183	59	1.9
Barbers, Beauticians	1,360	0	0.0
Boilermakers	3,790	666	17.6
Bookbinders, Bindery Workers	681	2	0.3
Bricklayers, Stone & Tile Setters	8,423	466	5.5
Butchers, Meat Cutters	2,272	20	0.9
Cabinetmakers, Wood Machinists	1,986	50	2.5
Car Repairers	3,136	26	8.3
Carpenters	43,174	2,600	6.0
Cement Masons	3,129	159	5.1
Compositors	425	8	1.9
Construction Workers, Not Elsewhere Classified (NEC)	2,701	257	9.5
Cooks, Bakers	2,522	28	1.1
Drafters, Designers	789	18	2.3
Electrical Workers, NEC	1,024	68	6.6
Electricians	34,486	2,366	6.9
Electronic Technicians	1,562	29	1.9
Floor Coverers	1,705	121	7.1
Glaziers	1,155	75	6.5
Graphic Art Trades, Summary	5,375	61	1.1
Industrial Technicians, NEC	1,365	150	11.0
Insulation Workers	99	0	0.0

Table 8 (continued)

Occupation	United States	Texas	Texas as a % of U. S.
Lathers	1,408	48	3.4
Line Erectors, Light & Power	4,667	201	4.3
Lithographers, Photoengravers	2,336	34	1.5
Machine Set-up & Operators	1,265	5	3.9
Machinists	15,690	724	4.6
Maintenance Mechanics	4,732	367	7.8
Metal Working Trades, Summary	33,783	1,747	5.2
Mechanics and Repairers, NEC	4,620	189	4.1
Medical & Dental Technicians	1,834	10	0.5
Millwrights	5,709	190	3.3
Molders, Coremakers	642	1	0.2
Office Machine Servicers	1,133	90	7.9
Operating Engineers	5,431	120	2.2
Optical Workers	425	3	0.7
Ornamental Workers	202	0	0.0
Painters	6,825	319	4.7
Patternmakers	982	5	0.5
Personal Services Trades, Summary	10,224	158	1.5
Pipefitters, Sprinkler Fitters, Steamfitters	16,417	1,523	9.3
Plasterers	1,233	66	5.4
Plumbers	17,627	961	5.5
Press Operators	1,071	13	1.2
Printing & Publishing Workers, NEC	862	4	0.5
Radio, TV Repairers	678	7	1.0
Roofers	5,452		

Table 8 (continued)

Occupation	United States	Texas	Texas as a % of U. S.
Sheet Metal Workers	11,188	551	4.9
Stationery Engineers	1,962	165	8.4
Structural Steel Workers	6,211	848	13.7
Taper, Dry-Wall Applicator	1,770	12	0.7
Toolmakers, Diemakers	13,038	79	0.6
Miscellaneous, NEC	21,308	1,164	5.5
Miscellaneous, Summary	65,539	2,985	4.6
TOTAL NUMBER OF APPRENTICES IN ALL OCCUPATIONS	403,145	20,314	5.0

Source: U. S. Department of Labor, Employment & Training Administration, Bureau of Apprenticeship & Training, Washington, D. C., Bulletin 80-11, Code 505.2, January 2, 1980.

Table 9

Ten Occupational Categories in the United States with the Largest Number of Registered Apprentices during 1978

Occupation	United States	Texas	Texas as a % of U. S.
Carpenters	43,174	2,600	6.0
Electricians	34,486	2,366	6.9
Plumbers	17,627	961	5.5
Pipefitters, Sprinkler Fitters, Steamfitters	16,417	1,523	9.3
Machinists	15,690	724	4.6
Toolmakers, Diemakers	13,038	79	0.6
Automotive & Related Mechanics	9,905	392	4.0
Bricklayers, Stone & Tile Setters	8,423	466	5.5
Structural Steelworkers	8,211	848	10.3
TOTALS	166,971	9,959	6.0

Source: U. S. Department of Labor, Employment & Training Administration, Bureau of Apprenticeship & Training, Washington, D. C., Bulletin 80-11, Code 505.2, January 2, 1980.

before being eligible to enter the program. Therefore, it is much better for persons interested in entering an apprentice program to contact their local ATR to determine what openings there may be locally.

Another source of information is Targeted Outreach Programs. These programs are funded by the Department of Labor as a counseling and referral service to blue collar/ skilled trade occupation opportunities in Texas. Outreach programs are not training programs--staff members work with private industry employers to extend apprenticeship opportunities to interested persons.

A list of Targeted Outreach Program offices in Texas, including the name, address, and telephone number of the director, is given in Table 10. A map showing the location of these offices is presented in Figure 9.

The minimum qualifications to enter apprentice programs in Texas vary from city to city and from sponsor to sponsor. Table 11 (page 93) was taken from a pamphlet describing requirements to enter 12 different apprentice programs in San Antonio, Texas. Note that openings occur for each craft usually once per year. (It should be emphasized that these requirements apply only to apprentice programs in San Antonio, Texas.)

Table 10

Targeted Outreach Program Offices and Directors in Texas

1. Women in Apprenticeship, Inc.
Cheryl Chance, Program Coordinator
Lavaca Square Building
302 West 15th Street, Suite 206B
Austin, Texas 78701
(512) 478-0885

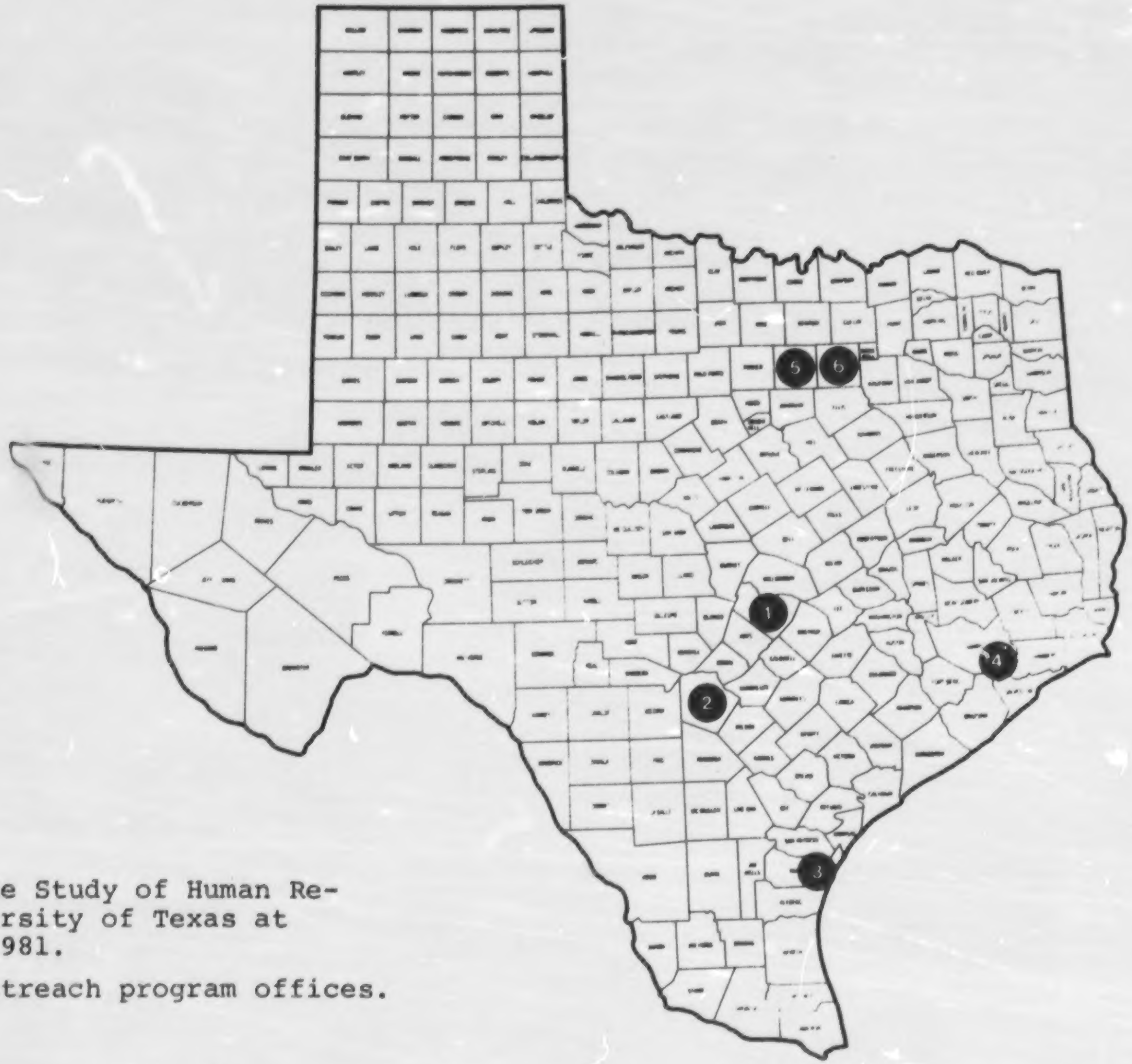
2. San Antonio Targeted Outreach Program
Lee Cannon, Director
603 North St. Mary's Street, Room 104
San Antonio, Texas 78205
(512) 227-6162

3. South Texas Targeted Outreach Program
James Eaton, Director
Republic Building
3105 Leonard, Room 209
Box 9516
Corpus Christi, Texas 78408
(512) 884-3943

4. Houston-Gulf Coast Targeted Outreach Program
Gerald Shavers, Director
3121 San Jacinto, Suite 102
Houston, Texas 77004
(713) 523-3970

5. Fort Worth Targeted Outreach Program
Charles Campau, Director
2826 East Rosedale, Suite 109
Fort Worth, Texas 76105
(817) 531-3686

6. Dallas Targeted Outreach Program
Ruffian Roan, Director
Kiest Shopping Center
539-A Lancaster, Suite 1
Dallas, Texas 75216
(214) 372-4638



SOURCE: Center for the Study of Human Resources, Unversity of Texas at Austin, May 1981.

Figure 9. Targeted outreach program offices.

Table 11

Requirements for Entry into Apprentice Programs in San Antonio, Texas

Requirements	Asbestos Workers	Bricklayers Stone Masons & Tile Setters	Carpenters	Cement Masons	Electricians (inside)	Elevators	Ironworkers	Lathers	Painters	Plasterers	Plumbers & Pipefitters (Refrig.	Sheet Metal Workers
Minimum Age	18-30	18-25	17-Up	18-25	18-24	18-Up	18-30	18-28	16-25	18-25	18-Up	18-26
Education	HS or GED	8th Grade	HS or GED	7th Grade	HS with one yr. of Algebra	HS or GED	HS or GED	HS or GED	9th Grade	9th Grade	HS or GED	HS orGED
Physical Fitness	For Trade	For Trade	For Trade	For Trade	For Trade	For Trade	For Trade	For Trade	Not Color Blind	For Trade	For Trade	For Trade
Physical Examination	When Req'd.	When Req'd.	—	—	As Req'd.	When Req'd.	When Req'd.	—	—	—	When Req'd.	—
Aptitude Tests	Required	Required	Required	—	Required	Required	Required	—	—	Required	Required	Required
	—	—	—	—	—	—	—	—	—	—	—	—
High School Transcript or G.E.D. Scores	Required	—	Required	—	Required	Required	Required	Required	—	—	Required	Required
Birth Certificate	Required	Required	Required	—	Required	Required	Required	—	—	As Req'd.	Required	Required
Military Discharge (DD214)	Required	Required	When Req'd.	As Req'd.	As Req'd.	As Req'd.	As Req'd.	—	—	As Req'd.	Required	As Req'd.
Citizenship	Or Stmt. Of Intent	Or Stmt. Of Intent	Or Stmt. Of Intent	Or Stmt. Of Intent	Or Stmt. Of Intent	Or Stmt. Of Intent	Or Stmt Of Intent	Or Stmt. Of Intent	Or Stmt. Of Intent	Or Stmt. Of Intent	Or Stmt. Of Intent	Or Stmt. Of Intent
Age Exceptions For:												
Previous Experience	—	Yes	—	Yes	—	—	Yes	Yes	—	—	—	—
Unusual Education	—	—	—	Yes	—	—	Yes	—	—	—	—	—
Unusual Qualifications	—	Yes	—	Yes	—	Yes	Yes	—	—	—	—	—
Veteran Status	—	Yes (Max. 4 yrs.)	Through 32	Yes	Yes (Max. 4 yrs.)	Yes	Yes	Yes	Yes	—	Yes (Max. 3 yrs.)	Yes (Max. 4 yrs.)
Apprentice Term	4 Years	3 Years	4 Years	3 Year Cement	4 Years	3 Years	3 Years	3 Years	3 Years	3 Years	4 Years	4 Years
Related Instruction	576 Hrs.	432 Hrs.	576 Hrs.	—	576 Hrs.	432 Hrs.	432 Hrs.	—	432 Hrs.	—	576 Hrs.	576 Hrs.
Probationary Period	500 Hrs.	—	3 Months	1000 Hrs.	1 Year	6 Months	6 Months	3 Months	1 Month	3 Years	6 Months	6 Months
Accept Applications	Once a Year	Once a Year	Year Round	Twice a Year	Once a Year	Year Round	Once a Year	As Req'd.	Year Round	As Req'd.	Once a Year	Once a Year
Indenture (Hiring Agreement)	As Req'd.	As Req'd.	As Req'd.	Twice a Year	July each Year As Req'd.	As Req'd.	As Req'd.	As Req'd.	As Req'd.	As Req'd	As Req'd.	As Req'd

SOURCE: San Antonio Building Trades Apprenticeship Outreach Program, San Antonio, Texas, 1980.

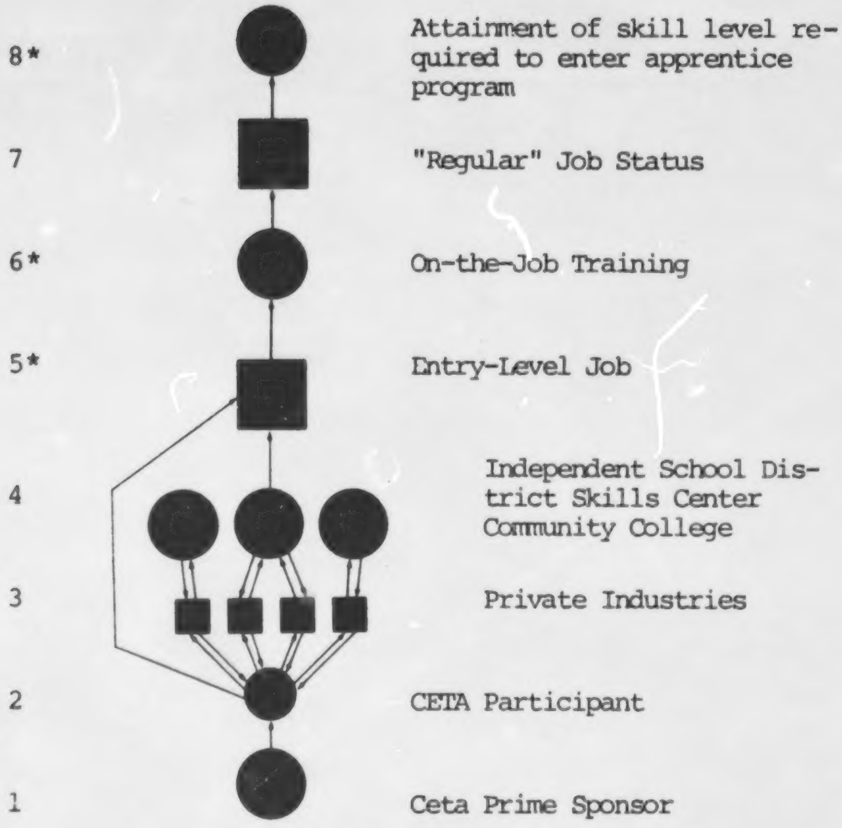
Apprenticeship and CETA

The only way a CETA participant--or anyone--can enter an apprentice program is to meet the qualifications for entry. The diagram which follows (Figure 10) shows three places that CETA participants can enter apprentice programs within the context of the CETA process.

The CETA prime sponsor, at level 1, identifies an eligible CETA participant (level 2), and attempts to match the participant's career goals with the skill levels required by private industry. The participant and one or more private industries exchange this information between levels 2 and 3; and at the same time, private industry works with the appropriate local education agency to develop a training curriculum that meets industry standards for that occupation. (The industry could, of course, train the CETA participant and claim OJT and TJTC credits while the participant learned the skills necessary to qualify to enter an apprentice program.)

The exchange of information between private industry and the local education agencies at levels 3 and 4 ensures that the CETA participant will be trained at the skill levels required by industry.

After this training is complete, the CETA participant is qualified to work at an entry-level job (level 5) in private industry. It also should be noted that some CETA


8*
Attainment of skill level required to enter apprentice program
7
"Regular" Job Status
6*
On-the-Job Training
5*
Entry-Level Job
4
Independent School District Skills Center Community College
3
Private Industries
2
CETA Participant
1
Ceta Prime Sponsor

*Point at which CETA participant may enter an apprentice program.

Figure 10. Entry into Apprentice Programs by CETA Participants.

participants, depending on their backgrounds, may be able to qualify for entry-level jobs, and an apprentice program, without preliminary skills training. In other instances, through pre-apprenticeship programs and other training activities conducted by employers, some CETA participants may qualify to enter apprentice programs at this level.

From the entry-level job, another alternative is for the CETA participant to enter OJT. At level 6, the CETA participant may be qualified to enter an apprentice program if they possess the skill level required. After OJT is completed, the CETA participant can enter "regular" employment--a job where the ex-participant is essentially a permanent employee. After gaining work experience, the ex-participant can then move to level 8 when he/she has attained the skill level and other qualifications required to enter an apprentice program.

In summary, there are three points at which a CETA participant may enter an apprentice program within the context of the CETA process. At any of these points, it is the discretion of the employer to determine the minimum qualifications for entering the apprentice program. Depending on local conditions, any of these points of entry may be appropriate.

Selected Examples of How the Private Sector has Benefited from CETA Programs

Successful Linkages Between CETA and the Private Sector in Texas

A successful linkage is one that meets the needs of all who participated, and, overall, made a positive, long-term contribution to the socioeconomic welfare of a Texas community.

These linkages are the "answers" to the diverse employment and training problems that were cited in the beginning of this guide.

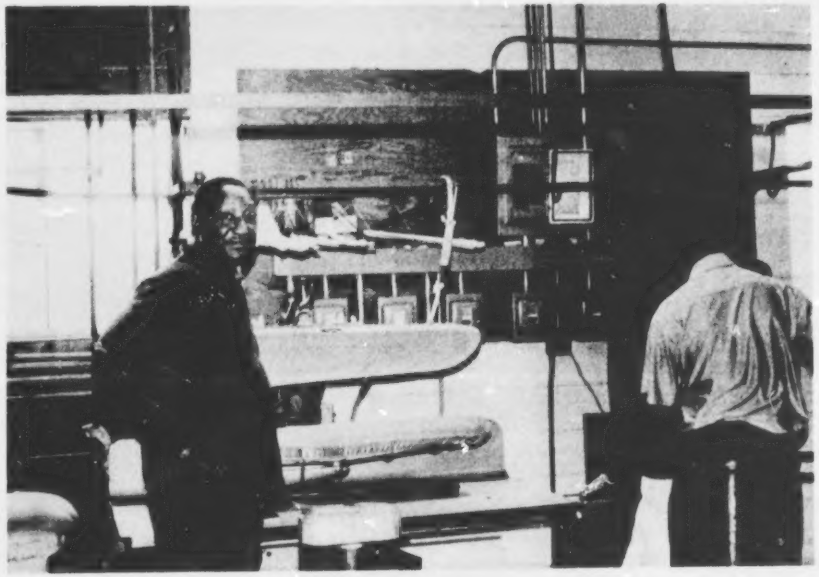
A common thread unites virtually all of them: the efforts of the Private Industry Council in helping to set up training programs, identify occupational needs, acting as an information clearinghouse for CETA participants and employers, and being the focal point for catalyzing the start of successful job training programs.

These examples were deemed to be exemplary in that they contain common elements and basic principles that can be successfully transferred to other local situations. Each local situation is unique; however, the "mix" of industry, schools, and population will produce different kinds of needs and linkages.

It is for both the business executive and CETA administrator that this Guide includes examples of how CETA can--and is--working for the private sector.

A Small, Minority-Owned Business Expands with CETA's Help

Marcellus Jones, owner of Diboll Cleaners in Diboll, Texas (estimated 1981 population 4,500), is a minority-business owner who is taking advantage of CETA to expand his business. After discovering that no local education agency or private firm could supply trained workers in the dry cleaning field, Jones turned to CETA Title VII, and found its Targeted Jobs Tax Credit (TJTC) program made it economically feasible for him to use CETA participants as workers.



Diboll Cleaners owner Marcellus Jones (left) trains CETA participant.

Jones learned about TJTC as a result of his membership in the local Private Industry Task Force in the region served by the Deep East Texas Council of Governments (DETCOG). This region uses the Task Force as its equivalent of a Private Industry Council to avoid being confused with the Balance-of-State Private Industry Council.

"A small business doesn't have a lot of capital, and it takes skilled help time to train a worker. At the same time, I have a production schedule to meet, and I can't afford to sacrifice quality," Jones says. "Most small businesses don't have the facilities to train lots of people--they need to keep their production going."

Jones reports that six people are now working at Diboll Cleaners, including himself. He hired two CETA participants to work there in December 1980 under the TJTC plan, through which he is reimbursed 50% of each trainee's wages at the end of each month.

In Jones' case, using CETA was the only way he could obtain skilled labor necessary to expand his business. The legislation permitted him to train his own workers at a reduced cost, making it economically feasible to expand his business without losing any money.

The 15 to 16 different job skills Jones and his staff teach each CETA participant are "highly transferable" to other dry cleaning operations in Texas and nationwide. After the CETA participants become skilled workers, Jones will help them to upgrade their skills by teaching them how to clean leather with new equipment he plans to purchase. Also, plans have been made to use the Title VII program of CETA to minimize some of the costs associated with upgrading the skills of the employees.

Classroom Training for Computer Programmers and Computer Technicians

Participants completing training can either program or repair this IBM 3031 computer.

Several years ago, Control Data Corporation wanted to expand its market in training computer programmers and computer technicians for private industry. Control Data officials found that using CETA participants could help them achieve that goal.

Since 1978, the Director of Personnel and CETA Administration for the Balance of Tarrant County prime sponsor, Bob Popplewell, has been able to effectively use Title VII provisions to contract with Control Data Corporation of Dallas to prepare eligible CETA participants for the high-demand occupations of computer programming and computer technology. During 1980, the contract with Control Data provided training slots for 11 students in computer technology, and five slots in computer programming. The contract was based on certain identified goals:

- initiating a program in electronic data processing to bridge the gap between qualifications of the unemployed and the job requirements stipulated by employers
- providing a positive link between the local prime sponsor and the business community
- ensuring that current and future job training programs would be more responsive to the needs of the local business community
- requiring that Control Data place a specified percentage of CETA graduates in private sector jobs after completion of training

This example of CETA/private sector linkage has been successful for a number of reasons. One primary reason is the "spin-off" effect from the training. Because other computer industries often look to Control Data as a source for potential employees, the CETA participants could not only be placed at Control Data but at other companies such as Nippon, National Cash Register, IBM, NEC of America, Fourney Engineering, Digital Equipment Corporation, Centronics Data Computer Corporation, and Xerox Corporation. Thus, to date, 19 out of the 20 CETA eligible participants who have completed the training program were able to find employment in the computer industry.

The training that Control Data offers is carried out at the Control Data Institute in Dallas, which is owned and operated by Control Data Corporation. The training consists of two courses--one in computer technology, and another in computer programming and operations. The seven-month computer technology course is designed to prepare participants to perform computer technology maintenance on computer hardware and related devices. The computer programming and operations course, which is six months long, teaches participants to program computer systems using languages such as FORTRAN, RPG, and COBAL.

Qualifications to enter the training programs are more stringent than other training programs in which CETA clients might participate. Applicants must have a minimum of a high school diploma or a GED, a "fairly stable" work history, reliable transportation to Dallas to attend classes, and be able to pass Control Data's aptitude test. Other eligibility criteria include: (1) legal residency in the prime sponsor region; (2) being unemployed for a minimum of seven days prior to seeking admission to the program; and (3) meeting the Title VII definition of being economically disadvantaged. In the Balance of Tarrant County prime sponsor area in early 1981, this meant that a single person's income could not exceed $3,010 yearly, or $8,370 for a family of four. Yearly income is calculated by annualizing the participant's income for the previous six months preceding the date of application. In addition, under Title VII, persons who are physically or mentally handicapped to the extent that the disability creates a substantial barrier to employment, regardless of income, can qualify for entry into the program by meeting the other requirements.

Participants who were able to complete the program and find stable employment speak highly of the training at Control Data. Jim Hill, 26, of Hurst, Texas, entered the program in April 1980, after a four-month bout with hepatitus left him too weak to return to his previous employment--seasonal construction work. By November 1980 he had completed training and was working as a computer technician at National Cash Register. He especially liked the open-entry/open-exit part of the program. Even though the program was accelerated, he was able to complete it in seven months. In his case, he felt that he could not afford to spend two years in a community college computer science curriculum; he needed employment quicker than that. He views his training in the computer field as insurance for the future because his work is no longer seasonal and his occupational skills are in high demand. Also, the CETA program required that Jim only be out of the labor market for a minimum amount of time while still finding new and meaningful employment.

CETA participants are both trained and tested using this PLATO computer developed by Control Data.

Marjorie Nevins, 31, another participant who completed the program, is a computer field service technician working at Digital Equipment Corporation in Austin. Nevins relocated to Austin from her previous residence in Mansfield, Texas, to accept her present job. She feels that the training she received through the program has provided the opportunity for future career advancement.

Before entering the program, Nevins had worked at a variety of jobs which offered little or no advancement. Nevins entered the program in December, 1978, and, although an injury interrupted her coursework for several months, the open-entry flexibility of the program allowed her to complete it. She was thus able to accept a job with Digital Equipment Corporation in September, 1979.

Popplewell is pleased with the program. He points out that the cost of the training per applicant is about $4,000, which he says is about the average cost of classroom training in Texas. The high beginning salaries of the graduates, which average $12,000 to $13,000 yearly, "more than justify that kind of cost for the training," he said. The contractual arrangement with Control Data Corporation to produce skilled computer programmers and technicians is still in effect, and Popplewell plans to continue it as long as there is demand for the workers.

"The shift in employment and training programs is toward more involvement with the private sector," says Popplewell. "Their participation has been extremely beneficial to our efforts to make our programs more responsive to local business and industry needs."

El Paso Licensed Vocational Nurses Training Program*

Early in 1980, the El Paso Community College surveyed hospitals and nursing homes in the area and determined that 50 job openings occur each year for licensed vocational nurses. The college will train approximately this number of students, including those eligible for CETA assistance, during the current year.

The El Paso Private Industry Council, Inc., began watching for suitable participants for the program during the months before the formal start of the training program. Potential candidates for the training were interviewed, completed an interest inventory, and the General Aptitude Test Battery (GATB).

The PIC then selected a total of 15 CETA-eligible people to attend a two-week refresher course at El Paso Community College. The course, while similar to a standard course offered to help regular students in gaining admission and succeeding at studies in the college, was modified to meet the specific needs of disadvantaged candidates for the licensed vocational nursing program. The classes ran six hours per day, five days per week.

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*Reprinted from the February 1981 issue of *PSIP Showcase*.

The college requires all students to pass tests in reading comprehension, vocabulary, and math prior to admission. To aid the disadvantaged students in passing these exams and to assist them in mastering the coursework to follow, the two-week refresher course stressed math, English, general biological science, communications skills, and test-taking.

The 15 candidates were informed in advance that a maximum of 10 students could be accommodated in the college course, and that scores on the admission test required by the college and by the state board of nursing would determine which of the candidates would be admitted to the program.

Nine of the 15 PIC-funded clients passed the admission test and entered the school's traditional program where they study side-by-side with non-CETA students. The nine students admitted to the program under Title VII include five hispanic women, two black women, one non-minority male and one non-minority female. Eleven other disadvantaged students funded under CETA Title IIB also entered the program. In a past college program, CETA students were segregated from others enrolled in the course, and the separation produced animosity between the two groups. With the exception of the two weeks of remedial work and extra attention from their advisors, the CETA clients in the current program receive the standard LVN course.

The college course includes 600 hours of classroom and laboratory instruction in such areas as nursing theory, anatomy, physiology, psychology, mental health, geriatrics, pharmacology, and medical terminology. The students also spend at least 1,000 hours working in a hospital to meet the state's licensing requirement for practical work experience.

Academic Training

The nursing program includes two six-week summer sessions and two semesters of coursework held during the regular school year. During the summer sessions, students spend six hours per day gaining clinical experience in a simulated lab and in a hospital; they also spend from one and one-half to three hours in class each day.

The first summer session provides the trainees with instruction in all aspects of basic care including the following areas:

- monitoring vital signs (temperature, pulse, blood pressure, and respiration)
- administering range of motion exercises (moving a patient's limbs through various positions)
- making beds with or without a patient in them
- taking urine specimens from a catheter

- conducting a urine sugar test for diabetes
- giving enemas
- providing cardio-pulmonary resuscitation
- washing hands antiseptically
- charting nutritional intake
- feeding
- admitting, transferring, and discharging patients
- recognizing medical terminology, including the names of various body positions used in treatments and how to place patients in each
- grooming (including bathing, oral hygiene, nail and hair care)
- using mechanical aids, such as flotation mattresses, to prevent bed sores
- instructing patients in the proper use of ambulation aids (e.g., wheel chairs and walkers)

During the fall term, students attend classes three days a week for six hours. On the other two days they work in a hospital to gain clinical experience. During the spring term, students spend two days in class, while the remaining three days are set aside for hospital experience. The final summer session consists of six hours per day of hospital experience; an additional one and one-half to two hours is spent in class. During this final training period, special emphasis is placed on maternal and child care.

Clinical Experience

Students must also prepare for hospital experience by visiting the hospital the day before they begin to work there, usually between 4:00 p.m. and 7:00 p.m. The student selects a patient to work with the following day, meets the patient and obtains the patient's approval. The trainee then reviews the patient's chart; during the evening, the student prepares for the following day by reading and researching the patient's specific condition. During the first semester, students usually provide care for only one patient each day. By early in the second term, most trainees are caring for two patients. Prior to graduating, students may care for as many as three patients at the same time.

The clinical day begins at 6:30 a.m., when the students arrive at the hospital and meet with the clinical instructor. They review the previous night's study and the patient care planned for the day. Between 7:00 and 7:45 a.m., the students attend the nursing staff meeting, at which nurses from the night shift exchange information with those coming on for the day shift and brief the day nurses on the status of each patient. Beginning at 7:45, the trainees carry out the individual care prescribed for each patient, including bathing, grooming, feeding, giving medication, changing dressings, providing heat or cold treatments and otherwise assisting the patient throughout the day. At 2:00 p.m., the students report to the nurse in charge of the hospital wing, then proceed for an hour-long review with their clinical instructor who has supervised the day's activities. The day ends at 3:00 p.m.

Costs

Each PIC-funded student is paid the minimum wage for approximately 37 hours per week during the training period--approximately $5,000 for the year. The PIC also pays for uniforms, tuition, books, lab fees, malpractice insurance, the state licensing test, and airfare to fly students to the licensing exam in Austin.

The cost of training was slightly higher than standard tuition charges because El Paso Community College's LVN program had been filled to capacity. (A waiting list of 200 existed at the time the PIC training program was begun.) The training budget included extra funds to permit the college to add staff and equipment to accommodate the PIC-funded students.

Voluntary Services

The PIC suggested that each student it is funding also volunteer to work at least six hours per week at the county's R. E. Thompson General Hospital. The voluntary service is intended to provide evidence that the clients are seriously interested in the training and career opportunity being presented.

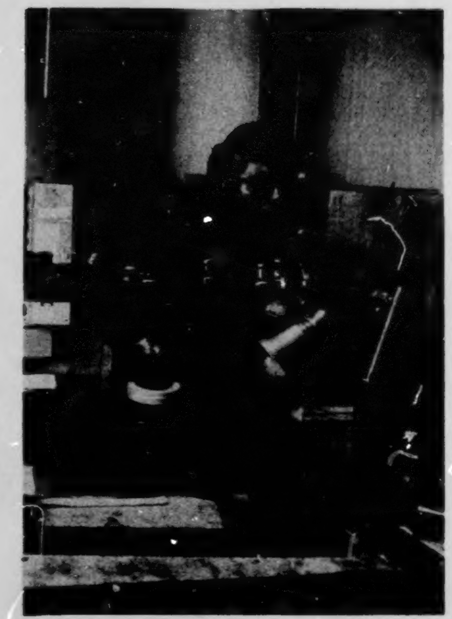
The hours of voluntary service are flexible; students plan their schedules with a coordinator of voluntary services at the hospital. During the six hours, students provide a wide variety of non-professional services to assist patients. Most of this time is spent in direct contact with patients--feeding them, talking with them, and attending to their personal needs. Other volunteers help care for children in the hospital nursery.

After Training

At the conclusion of the training program in July 1981, licensed vocational nurses can expect to earn starting salaries of up to $4.50 an hour during the day shift, with higher salaries for evening, night, or special duty work. Day salaries increase from $5.00 to $5.50 after one year, and more experienced LVNs earn $6.00 or more an hour.

The community college will also automatically reserve space for graduates who wish to enter a second year of training in a program leading to an RN degree; PIC students, however, would have to secure their own funding for this additional training. Qualified students could also pursue this career option at a later date.

CETA Funds Turn an Assembly Plant Into a Classroom



Ex-CETA participant, Joseph Mestre, who became Class A Machinist and coordinator of production for the welding shop at Jet Industries after four months on the job.

An Austin company is "getting better job applicants than we can recruit ourselves;" the assembly plant has become a classroom, and 120 economically disadvantaged people will have permanent jobs there in September 1981.

Funds from Title IIB of the Comprehensive Employment and Training Act (CETA) are being used to create a combined skills training program of classroom and on-the-job training (OJT) that benefits both the disadvantaged people of Austin and Jet Industries, Inc., a local company that converts vehicles to run on electricity.

To modify these vehicles, Jet needs skilled workers in five occupations: Electrical Unit Rebuilder; Electrical Auto Manufacturing Tester; Quality Control Inspector; Production Line Arc Welder; and Electric Auto Assembler.

"We help select the people for training, and we retain the right and privilege to terminate any person at any point in the training period if we think that person will not make a good, permanent, Jet Industries employee," says Dave Termin, Jet's training coordinator. "Because of this program, we have ended up with better-motivated people than we have hired off the street." Termin's praise comes after evaluating the performance of approximately 50 CETA participants who have thus far successfully completed the 10-week training program.

A necessary activity for virtually all businesses, OJT was the only way that Jet could get the skilled workers it needs. Termin noted that, "To convert a vehicle from gas to electric, it requires upgrading the brake and suspension systems to handle the additional heavy weight of batteries. We also had to make a disconnect switch, develop a manufacturing process for it, and create a lot of new tasks. These tasks are highly specialized for electric vehicle assembly. There isn't any other company that is doing this, so we have to train our own people."

Before any CETA participant enters Jet Industries to start training, a process of recruitment, selection, and motivational training takes place to help insure the program's success. These activities are conducted by SER--Jobs for Progress, Inc., a community-based organization that contracts with the Capital Area Manpower Consortium CETA prime sponsor to deliver CETA services to eligible people in the Austin area.

The Beginning of a Success Story

The successful linkage between Jet Industries and CETA began when Edna P. Santos, a vocational counselor at SER, called Robert Ellis, who is head of the business and industrial programs at Austin Community College (ACC), and asked if he knew of any employers who needed skilled workers. Santos and Denice Clay, another vocational counselor, run the combined skills training program at SER.

"Since 50% of the programs at ACC are vocational," says Santos, "ACC has an industrial board made up of businesspersons from Travis, Hays, and Williamson counties which determines their vocational job needs." As a person who helps run this board, Ellis is also in a key position to learn the needs of new employers in the area.

About the same time that Santos called Ellis, Dave Burke, the Vice President for manufacturing at Jet Industries, was looking for potential employees to train in skills required to convert gas vehicles to electric. In this particular case, the Private Industry Council (PIC)--the local organization set up under CETA's Title VII to serve the needs of private industry--did not have enough funds to train the workers that Jet needed.

"The PIC had allocated $157,000 of Title VII to fund private sector activities in Travis County," said Rudy Saenz, Jr., SER's executive director. "The cost of training the 120 employees Jet needs would have exceeded that amount; so, I proposed [to CETA] the program to be funded under Title IIB, and a contract for $281,482 was approved. It costs approximately $2,300 to train each CETA participant during the 10-week program."

Applicant Screening and Selection

All applicants for the training positions with Jet Industries must be CETA-eligible, unemployed for seven days, mechanically inclined, and have the ability to meet individual production demands. They also must have a minimum tenth grade education with basic mathematical, reading and writing skills, good finger and manual dexterity, and be able to lift more than 25 pounds.

Each applicant is interviewed by SER personnel to determine career goals, qualifications and interests; and each is given the General Aptitude Test Battery (GATB) so they can be rated in terms of other applicants.

"We prepare an applicant for the interview if they have adequate GATB scores so that the applicant will be selected according to their capabilities," says Santos.

"The applicants with the highest scores are given priority; and if they are hired, Jet uses the scores to determine their seniority."

During the interviewing and testing, SER personnel were able to determine, for each participant, the following: physical barriers to employment, if any; educational attainment; vocational work skills; goals and objectives in employment; economic factors; family adjustment problems, if any; and aptitude for acquiring new skills.

Those who pass the initial screening by SER personnel are then interviewed separately by a three-member, joint selection committee. "This committee consists of a representative from SER, Jet Industries, and ACC," Santos explained. "Jet Industries likes our assessment techniques and joint interviewing process because it gets them a better employee; in fact, their attrition rate went to almost zero after this program was started."

The people who pass the interview by the joint selection committee are approved to begin the training program--"but not before they have learned something about what their new environment will be, and what is expected of them as employees," said Santos.

Motivational Training for One Week

"Before we begin training these people at the plant, Edna and Denice give them one week of motivational training," Termin said. "I want to underscore the importance that we place on this training, because we think it really makes a difference. We have one purpose in all of this--to find people who will make good, permanent employees at Jet Industries. We have found that overall, the people who come out of this CETA program are better motivated than the ones we were recruiting from the outside."

What is motivational training, and how did it make a difference? "Many of the applicants aren't operationally goal-oriented," said Santos. "They have problems that they don't know how to solve, and they take those problems with them to a work situation; and if they don't know how to get medical services, day care if they need it for a child, and similar things, it will inevitably affect their work performance."

Termin said, "Our biggest concern is that our employees be here on time to go to work; that they get their family and medical affairs in order; and that they have a good work attitude."

The one-week motivational training session includes teaching CETA participants about the types of social services that are available to them in Austin, particularly during the first eight weeks of training when they are not receiving any company benefits. From a list of 21 resource agencies ranging from legal aid to health care, "each participant chooses one agency and reports on the services it offers to the class," Santos said. "It is much better to teach an individual where he or she can obtain services on their own than it is for the counselor to pick up the phone and get the services for them. It teaches them problem-solving skills."

Knowing what Jet Industries, Inc., expects of each of its employees is presented in a policy statement which Santos explains in class. "Many of them feel that it's a situation where they can expect to do a minimum amount of work and still be paid full wages." Santos explains to CETA participants that companies have a right to expect certain levels of productivity from their workers, and if those levels aren't met, that it is cause for termination. A plant is a place where a supervisor is going to exercise authority, and reprimand people who aren't working; and CETA participants need to understand that the supervisor is within his or her rights by doing so. "Because Jet Industries understands the importance of what is occurring, they have given us 'free run' of the plant during the training period to do open-door counseling. That is, if one of our people has a conflict with a work situation, theperson is free to call us and talk out the problem; and Jet doesn't have to use the time of one of its own people. No training program can anticipate every situation that develops; therefore, if a problem comes up that requires attention, we are prepared to work with the employee and with Jet Industries to solve it."

No Binding Contract

The classroom training, which lasts for a total of eight weeks, is paid for by CETA. The two weeks of OJT is entirely paid for by Jet Industries. This process eliminates all of the paperwork which has come to be associated with OJT contracts.

"We like this program because it avoids a binding contract," said Termin. "Previously, the training program providers dictated all of the terms; the industry lost the selectivity it needed and was confronted with contractual obligations to retain employees. In other cases, the programs turned into 'make-work' activities which didn't train good, permanent, employees. This program gives us an opportunity to take an in-depth look at each trainee and decide for ourselves if they have the qualifications of a permanent employee."

From Plant to Classroom with the Company as Instructor

"The way this program works is that SER recruits CETA-eligible people, gets them motivated to work, and then Jet accepts them as trainees. ACC provides technical guidance," noted Termin.

The occupational titles mentioned earlier were developed by Robert Ellis, the head of business and industrial programs at ACC. Although five occupational titles were developed, "the basic skill is that of electric auto assembler, and of installing the various components that go into this type of vehicle," Termin explained. The on-site classroom at Jet Industries is the plant itself, and Termin is the teacher. Certified as an instructor by both ACC and the Texas Education Agency, Termin was selected by Jet Industries as the best person for the job.

In the "classroom"--the plant--individuals are placed in the training situation to learn various occupational skills according to their potential. Within this setting, individuals spend a majority of their time developing various skills in the plant; during the last hour of the afternoon, these people meet to discuss what they learned during the day. If there are particular questions, they can be dealt with individually.

During the training period, participants' wages are paid by CETA, and the instructor's salary is paid by ACC. Jet Industries provides the "classroom," facilities, materials, and equipment for the program. For the first five weeks of training (including one week of motivational training), the CETA participant works at every job station in the plant under close supervision. By doing so, each individual develops an understanding of the plant's entire operation. In addition, there is also an opportunity to determine which tasks each person can perform best. During a two-week period following this preliminary training, each participant is assigned tasks without being an understudy; however, they are still under close supervision. In this final phase of training, the participant is assigned to a job in the plant just as any other regular employee.

CETA participants earn $3.35 an hour during the first seven weeks of training, they subsequently advance to $4.00 per hour during the remaining OJT and company probation period. This latter period lasts from four to six weeks. After the 10-week training program has been successfully completed, the individual's pay rate is then raised to between $4.50 and $4.77 per hour as a permanent employee of Jet Industries. In addition, Jet Industries qualifies to collect Targeted Job Tax Credits (TJTCs) for about two-thirds of the CETA trainees.

Entry Level Job Training and Job Upgrading in the Welding Profession is a Key Part of Creating Linkages in Deep East Texas Council of Governments (DETCOG) Region

An "extremely active and dedicated" local Private Industry Task Force in Lufkin has created linkages in the DETCOG region by recommending use of Comprehensive Employment and Training Act (CETA) Title II and Title VII funds to implement job training programs in entry-level welding, welding upgrading, and to mainstream participants in occupational training programs. Task Force recommendations have also resulted in several other programs, including a savings and loan bank teller training program, and a minority business technical assistance program. The product of these efforts are what the local private sector employers term "highly satisfactory linkages" between local education institutions (secondary and postsecondary) and private employers. The end result is the development of skilled workers who can help to meet the demand for competent persons in the local labor market.

The 10,103-square-mile DETCOG area is comprised of Angelina, Nacogdoches, Shelby, Jasper, Tyler, Polk, Trinity, Houston, San Jacinto, Newton, San Augustine, and Sabine counties. It is a Balance of State (BOS) prime sponsor area, and DETCOG officials administer CETA programs under a contract with the Texas Department of Community Affairs. Under this arrangement, DETCOG is a BOS program contractor.

The DETCOG Private Industry Task Force, an 18-member group representing regional private sector interests, became active shortly after CETA's reauthorizing legislation mandated its creation. This group, in turn, must seek the approval of the BOS Private Industry Council (PIC) for spending Title VII funds in the DETCOG region. The BOS prime sponsor PIC is a 13-member group representing private sector interests in the entire BOS area.

Training Entry-Level Welders to Meet Local Employer Demand

Calvin Finch, DETCOG's Manpower Director, reported that heavy representation by private industry on the Private Industry Task Force (abbreviated as PITF, and so called to avoid being confused with the Balance of State PIC) helped determine, through an informal survey, a long-term need for entry-level and skilled workers at Lufkin Industries, Texas Foundries, Kemco Industries, and other local firms.

Utilizing this information, DETCOG officials began using CETA Title II funds in February 1979 to train CETA-eligible adults as entry-level welders in a new Adult Education Welding Program at Lufkin High School. Finch noted that $38,000 of Section 204 funds (Supplemental Vocational Education Assistance), and $61,000 in other Title II funds, were used to conduct this program. Because of an established, high-quality welding curriculum at the high school, local employers looked to the training program as a source of skilled welders. By July 1980, this program had served 129 participants; 54 had successfully completed training and subsequently entered private sector employment at beginning salaries averaging $5.00 per hour.

In a report describing the program, Terry Taylor (the welding instructor) noted that as a result of their employment after completing the training, approximately 35 participants had been removed from welfare and food stamp programs. The subsequent savings to taxpayers averages about $349 a month for each participant. After participants successfully complete the entry-level welding course, Tyalor awards each with a certificate of completion.

Finch indicated that approximately $205,000 in Section 204 funds were available to the DETCOG during the 1981 fiscal year; $132,000 is being used for the adult welding program at Lufkin High School. Of the remaining Section 204 resources, $38,000 is being used to train automobile parts handlers, and $35,000 is being used to train automobile mechanics. An additional $60,000 was accessed for expanding the welding program at Lufkin High School; however, this amount is not part of the $205,000 mentioned earlier.

Welding-Upgrading Training Program Implemented

It has been estimated by employers who hire welders in the DETCOG region that they will need more welders in each of the next three years than the combined efforts of the local education agencies and industry training programs can produce. The PITF has determined that training programs for welders in the region will produce slightly less than 200 job-ready graduates in 1981, despite a demand for nearly twice that many.

Because of these needs, the PITF recommendation to use Title VII funds to supplement the current production of welders from February 1981 to September 1981 has been implemented. A five-member steering committee--two representing training institutions, and three representing local user industries--determined the mix of classroom training, OJT, and upgrading activities necessary to produce job-ready workers, at an estimated cost of $2,500 per student.

Currently, 20 employees of the Levingston Shipbuilding Corporation are in a welding-upgrading program. According to Finch, they receive classroom training at Angelina College, for which they obtain college credit. Levingston, whose main offices are in Orange, Texas, manufactures specialty items such as staircases and storage tanks at its manufacturing plant at Woodville, in Tyler County. Because of their upgrading activities, Levingston has a number of openings for entry-level welders, and they have requested that eligible CETA participants be referred to them to fill these openings. At the same time, Levingston can take advantage of the Targeted Jobs Tax Credit (TJTC) program. (The PITF has used the TJTC plan quite successfully as a selling point for local industry to become involved in Title VII programs.)

This effort by PITF members has also resulted in the expanded use of available training facilities at Lufkin High School. Since an additional shift in which welding-upgrading skills are taught has been added, the program is in operation 24 hours a day. In addition, one of the program's goals has been to insure that more than 50% of the people served are women and/or minorities.

Mainstreaming CETA Participants at Angelina College

The current practice of mainstreaming participants at Angelina College in Lufkin using Title II funds is termed "a response mechanism to CETA," by Richard Pulaski, Director of the Technical-Vocational Division. Pulaski switched to mainstreaming participants after finding that CETA regulations and paperwork associated with creating homogeneous classes took a great deal of time.

When placing the 30 to 40 CETA-eligible people served each year in regular classes, DETCOG pays their yearly tuition, class fees, reimburses them for study time, and handles most of the paperwork. Staff at Angelina College must then verify their attendance. Mainstreaming appears to be a good response mechanism because it offers participants the flexibility to move within a wide range of occupational training programs; there are severe limits to doing this within the context of homogeneous classes. Pulaski noted that there are CETA participants enrolled in each of the 14 occupational training programs offered at Angelina College.

Pulaski also indicated that the informal communication network between Task Force members and local industry personnel officials is excellent, and employers constantly keep him advised of their needs for trained workers. Apparently, the informal network has proved to be very effective for placing graduates in private sector employment. In some cases, finding a job for an individual has been as easy as picking up the telephone and setting up an interview.

Savings and Loan Bank Teller Training

Another member of the Task Force is a savings and loan officer; this individual forecasted the shortage of bank tellers and other trained personnel. Since Texas savings and loan associations can now offer checking accounts, as a result of the Texas legislature passing H. R. 4986 in 1980, Task Force members believe that economically disadvantaged workers can fill the resulting demand for new tellers. Therefore, the PITF recommended that Title VII funds be used to initiate and support the bank teller training program.

Classes at the Angelina College in Lufkin, and at the Adult Learning Center in Nacogdoches, are now being conducted to train participants for this occupation. Julia Watt, a planner in DETCOG's Manpower Division, noted that there are plans to conduct an additional class in Jasper, but its location had not yet been determined. Approximately 35 participants will be served by this program.

A steering committee of three industry representatives and two training institution representatives recommended and implemented an appropriate mix of classroom training and OJT; the total costs for the program were limited to about $800 per trainee. It was also noted that although a bank teller job does not command high wages, it is a prestigious occupation in which to be employed. It was felt that a short-term training would have extremely high placement rates.

Minority Business Technical Assistance Program

Approximately 26% of the people in the DETCOG region are members of minority groups. A recent survey identified more than 300 minority-owned businesses in the region, ranging from heavy construction to family-operated grocery stores. Owners of these businesses recently requested, through their representatives on the DETCOG Minority Board of Directors and Task Force, that Title VII funds be used to help them cope with the new demands and opportunities resulting from the growing awareness of equal opportunity for minorities.

As a result, in February 1981, officials of the East Texas Minority Business Assistance Corporation subcontracted with the DETCOG Minority Board of Directors to provide the following services:

- develop bookkeeping/record-keeping systems for existing businesses and new businesses
- assist in preparing applications for loan assistance from banks and other lending institutions for businesses
- evaluate proposals developed by new and existing businesses
- assist in developing capital improvement programs for existing businesses
- review state and federal project requiring minority business participation, and inform qualified firms of these projects
- assist qualified firms in developing proposals and/or bids for these projects
- provide technical assistance to successful minority businesses in completing the state or federal project objectives

- assist minority business firms to meet their personnel needs by participating in CETA programs and using services of the Texas Employment Commission and other agencies

- review the needs of the region as they relate to minority persons, and develop plans to alleviate these needs

- coordinate with other agencies in the region, which provide services to minority businesses, to insure efficient delivery of services

CETA Prime Sponsor Service Areas and Contact Persons

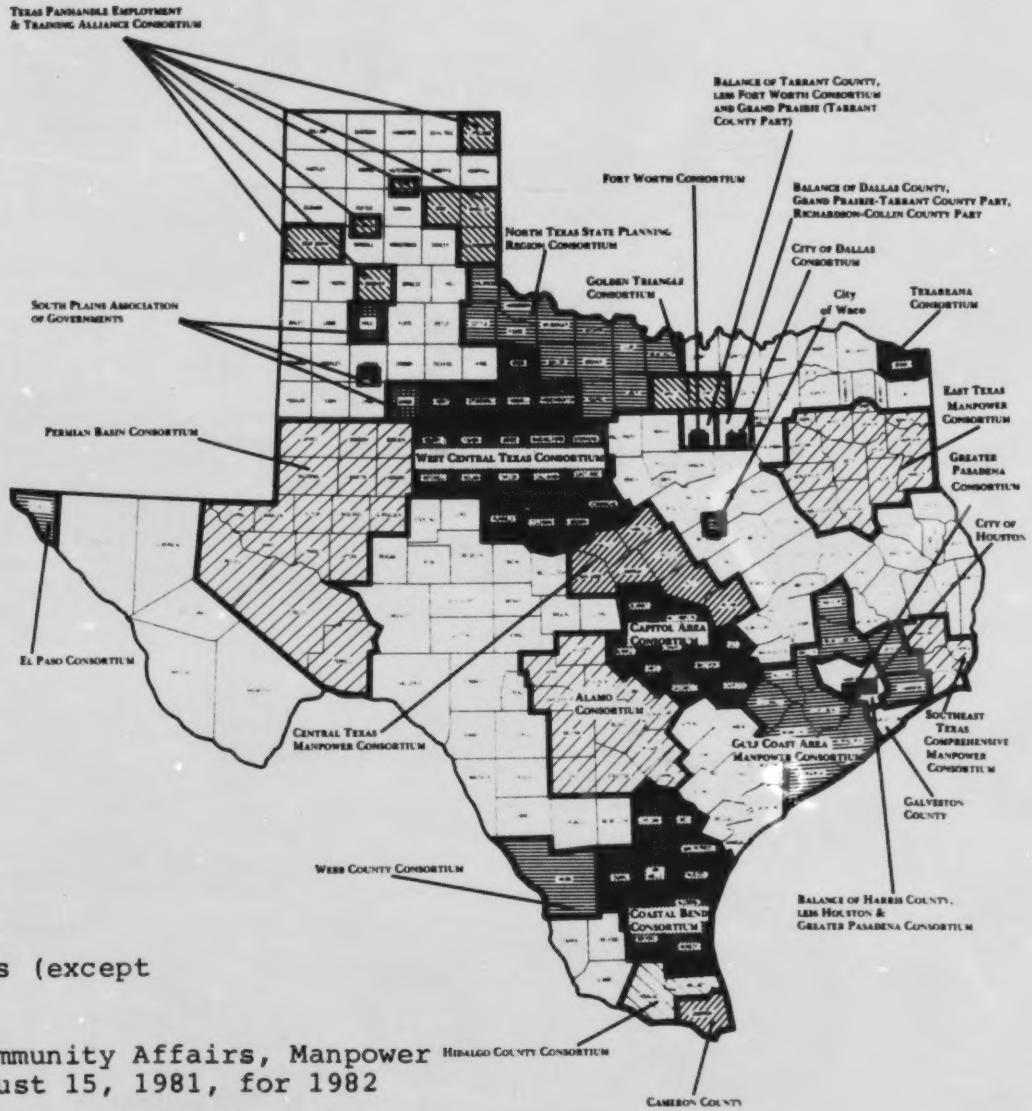

Texas Panhandle Employment & Training Alliance Consortium
Balance of Tarrant County, less Fort Worth Consortium and Grand Prairie (Tarrant County Part)
Fort Worth Consortium
Balance of Dallas County, Grand Prairie-Tarrant County Part, Richardson-Collin County Part
North Texas State Planning Region Consortium
City of Dallas Consortium
Golden Triangle Consortium
City of Waco
Texarkana Consortium
South Plains Association of Governments
East Texas Manpower Consortium
Permian Basin Consortium
West Central Texas Consortium
Greater Pasadena Consortium
City of Houston
Capitol Area Consortium
El Paso Consortium
Alamo Consortium
Central Texas Manpower Consortium
Gulf Coast Area Manpower Consortium
Southeast Texas Comprehensive Manpower Consortium
Galveston County
Webb County Consortium
Coastal Bend Consortium
Balance of Harris County, less Houston & Greater Pasadena Consortium
Hidalgo County Consortium
Cameron County

Figure 11. CETA Prime Sponsors (except Balance of State).

SOURCE: Texas Department of Community Affairs, Manpower Services Division, August 15, 1981, for 1982 fiscal year.

Table 12

CETA Prime Sponsor Areas and Contact Persons

Prime Sponsor	Contact Person	PIC Chairperson
Alamo Consortium	Samuel Dominguez, Title VII Coordinator Alamo Manpower Consortium 434 South Main St. San Antonio, Texas 78204 (512) 223-6891	Hull Youngblood, Sr., President Southern Steel Company Box 2021 San Antonio, Texas 78297 (512) 533-1231
Capitol Area Manpower Consortium	Paul Hilgers, PSIP Coordinator Capitol Area Manpower Consortium City of Austin Box 1088 Austin, Texas 78767 (512) 477-6511, ext. 2700	H. A. Guerrero, President Guerrero Carpet Cleaners 2313 South 1st Austin, Texas 78704 (512) 442-8437
Central Texas Manpower Consortium	Martin E. Borth, PSIP Coordinator Central Texas Manpower Consortium 102 North Main St. Belton, Texas 76513 (817) 939-1837	Jim Hestand, Executive Vice President Temple Chamber of Commerce Box 158 Temple, Texas 76501 (817) 773-2105
City and County of El Paso	Liz Rey, PIC Coordinator City and County of El Paso Department of Human Development 8929 Viscount El Paso, Texas 79925 (915) 591-2700	Richard A. Azar, President Dickshire Coors Dist. Co. 203 Chelsea El Paso, Texas 79905 (915) 778-0970

Table 12 (continued)

Prime Sponsor	Contact Person	PIC Chairperson
City and County of El Paso (con't.)		PIC Director Judy Ellis, President El Paso Private Industry Council, Inc. 2201 North Stanton St. El Paso, Texas 79902 (915) 542-2808
Coastal Bend Consortium	Juan Bosquez, CETA Director CETA Administration Coastal Bend Consortium Box 9277 Corpus Christi, Texas 78408 (512) 884-6732	Vic Diegel International Brotherhood of Electrical Workers Local 278 1018 North Waters St. Corpus Christi, Texas 78401 (512) 884-4023
County of Dallas Consortium	Albert Houze, PSIP Coordinator Dallas County Planning, Research and Grants 623 Records Building Dallas, Texas 75202 (214) 742-4010	W. R. "Bob" Wilson Vice President First Main Capital Corp. 8700 King George Dr. Dallas, Texas 75235 (214) 634-2860
East Texas Consortium	Wayne Smith, Section Chief CETA Planning Services East Texas Council of Governments 3800 Stone Rd. Kilgore, Texas 75662 (214) 984-8641	Delbert Bright, Vice President & General Manager Southern Gas Company 101 East Cotton Kilgore, Texas 75662 (214) 758-0611

Table 12 (continued)

Prime Sponsor	Contact Person	PIC Chairperson
Cameron County	Narayan Malkani, Planner Cameron County Employment and Training Program 1150 East Madison Brownsville, Texas 78520 (512) 542-4351	John Kaszynski, President Pan American School 1034 East Levy Brownsville, Texas 78520 (512) 546-2461
City of Dallas	Sherrie Dominus, PSIP Manager Department of Human Services, City of Dallas 2014 Main St., Room 506 Dallas, Texas 75201 (214) 670-5499	Loma Allen Director of Public Affairs Continental Telephone of Texas Box 30098 Dallas, Texas 75230 (214) 369-1121
Galveston County	Karen Temple, PIC Coordinator Galveston County CETA Prime Sponsor 5314 Highway 1765 Texas City, Texas 77591 (713) 938-8423	Admiral John W. "Jack" Smith, Jr. Vice President Sealcraft Operator Box 1166 Galveston, Texas 77552 (713) 763-8878
Harris County	David Norton, Job Bank Coordinator Harris County Employment and Training Administration 201 Main St., Suite 600 Houston, Texas 77002 (713) 228-0231 or 221-5794, ext. 28	

Table 12 (continued)

Prime Sponsor	Contact Person	PIC Chairperson
City of Houston	Ann Ledee, PIC Coordinator City of Houston CETA Programs 401 Louisiana, 5th Floor Houston, Texas 77002 (713) 228-0231	J. Douglas Toole, Sr. Owner and President Toole and Company, Inc. 2620 Kelley Box 52399 Houston, Texas 77052 (713) 691-2011 PIC Director Joe Reaves, Executive Director City of Houston Private Industry Council 5 Greenway Plaza, Suite 234 Houston, Texas 77046 (713) 961-5706
Tarrant County*	Judy McConald, PSIP Coordinator Tarrant County CETA Administration 100 West Weatherford Fort Worth, Texas 76102 (817) 334-5198	Robert Raines Raines Machine Products 3959 West Vickery Fort Worth, Texas 76107 (817) 732-8826
Webb County	Rafael Garcia, PIC Coordinator Manpower Programs of Webb County Laredo Municipal Airport Building 979 Box 1757 Laredo, Texas 78041 (512) 722-3973 or 722-3975	Jose Juis Rodriguez General Manager Laposada Motor Hotel 1000 Zaragosa Laredo, Texas 78041 (512) 722-9701

Table 12 (continued)

Prime Sponsor	Contact Person	PIC Chairperson
Fort Worth Consortium*	Judy McDonald, PSIP Coordinator Tarrant County CETA Administration 100 West Weatherford Fort Worth, Texas 76102 (817) 334-5198	Robert Raines Raines Machine Products 3959 West Vickery Fort Worth, Texas 76107 (817) 732-8826
Golden Triangle	Sue Duncan, Title VII Program Coordinator North Texas Education and Training Cooperative 324 East McKinney Denton, Texas 76201 (817) 387-8800	
County of Hidalgo	Manual Castellanos PIC Coordinator Hidalgo-Willacy Consortium Box 1166 Edinburg, Texas 78539 (512) 383-4988	Claudio Castaneda Executive Director Mexican American Chamber of Commerce North Illinois St. Weslaco, Texas 78596 (512) 968-7180
Greater Pasadena Consortium	J. H. Rodriguez Assistant Director CETA Programs City of Pasadena Box 672 Pasadena, Texas 77501 (713) 477-9718	E. A. Kondela, Plant Manager Georgia Pacific Pasadena Plant Box 1959 Pasadena, Texas 77501 (713) 473-4453

Table 12 (continued)

Prime Sponsor	Contact Person	PIC Chairperson
Gulf Coast	Pat Smith, PIC Coordinator/Planner Houston-Galveston Area Council Box 22777 Houston, Texas 77027 (713) 627-3200, ext. 277	
North Texas	Jerry Fisher, PSIP Coordinator Nortex Regional Planning Commission 2101 Kemp Blvd. Wichita Falls, Texas 76309 (817) 322-5281	Joel Ellett, Plant Manager PPG Industries Central Expressway Wichita Falls, Texas 75172 (817) 855-3804
Permian Basin	Albert Jones, PIC Coordinator Permian Basin Regional Planning Commission CETA Manpower Box 6391 Midland, Texas 79701 (915) 563-1061	Herb Hall, Manager Monroe Systems for Business 2318 West Ohio Midland, Texas 79701 (915) 683-5336
City of Waco	Alan Leinville, PSIP Coordinator CETA Manpower, City of Waco Administrative Unit Box 1370 Waco, Texas 76703 (817) 746-6161, ext. 295	Urban Unit Ray Perry, President Equipment Manufacturing Corp. 500 South Valley Mills Waco, Texas 76710 (817) 752-7747

Table 12 (continued)

Prime Sponsor	Contact Person	PIC Chairperson
City of Waco (con't)		Non-Urban Unit Len Fromson, Vice President Wilshire Furniture Manufacturing Montebello, California 97640 (213) 726-9300
Texarkana Consortium**	Linda Addington, PSIP Coordinator State 1st National Bank Building, 5th Floor Box 8031, State Line Plaza Texarkana, Arkansas 75501 (501) 773-0561	
Southeast Texas	Sandra "Sam" McCullum, Contracts/Planning Officer Southeast Texas Employment and Training Program Drawer 1387 Nederland, Texas 76627 (713) 727-2384	Art Spencer, Executive Director Port Arthur Chamber of Commerce 4749 Twin City Highway Box 460 Port Arthur, Texas 77640 (713) 963-1107
South Plains	Tom Dressler, Assistant Director CETA Planning South Plains Employment and Training Program 1709 26th St. (806) 762-8721	Chuck Nielson, Personnel Manager Texas Instruments North Loop 289 & University Lubbock, Texas 79408 (806) 741-2000

Table 12 (continued)

Prime Sponsor	Contact Person	PIC Chairperson
South Plains (con't.)		Additional Contact Hon. Bill Young, County Judge Dickens County Courthouse Dickens, Texas 79229 (806) 623-5532
Panhandle	James Barrington, PIC Director Texas Panhandle Employment and Training Alliance Box 9257 Amarillo, Texas 79105 (806) 372-3381	Marilyn Ault H. V. Robertson & Company Box 5 Amarillo, Texas 79105 (806) 373-2801
West Central Texas	Kathy Hawkins, PIC Coordinator West Central Texas Council of Governments 1025 East North 10th Box 3195 Abilene, Texas 79604 (915) 672-8544	Judd Jones, Personnel Manager Texas Instruments 4002 Loop 320 Abilene, Texas 79602 (915) 698-4360

*Joint PIC: Fort Worth and Tarrant County.

**Multi-PIC for Texarkana, Texas, and Texarkana, Arkansas. One Prime Sponsor, separate Title VII funding, one PIC.

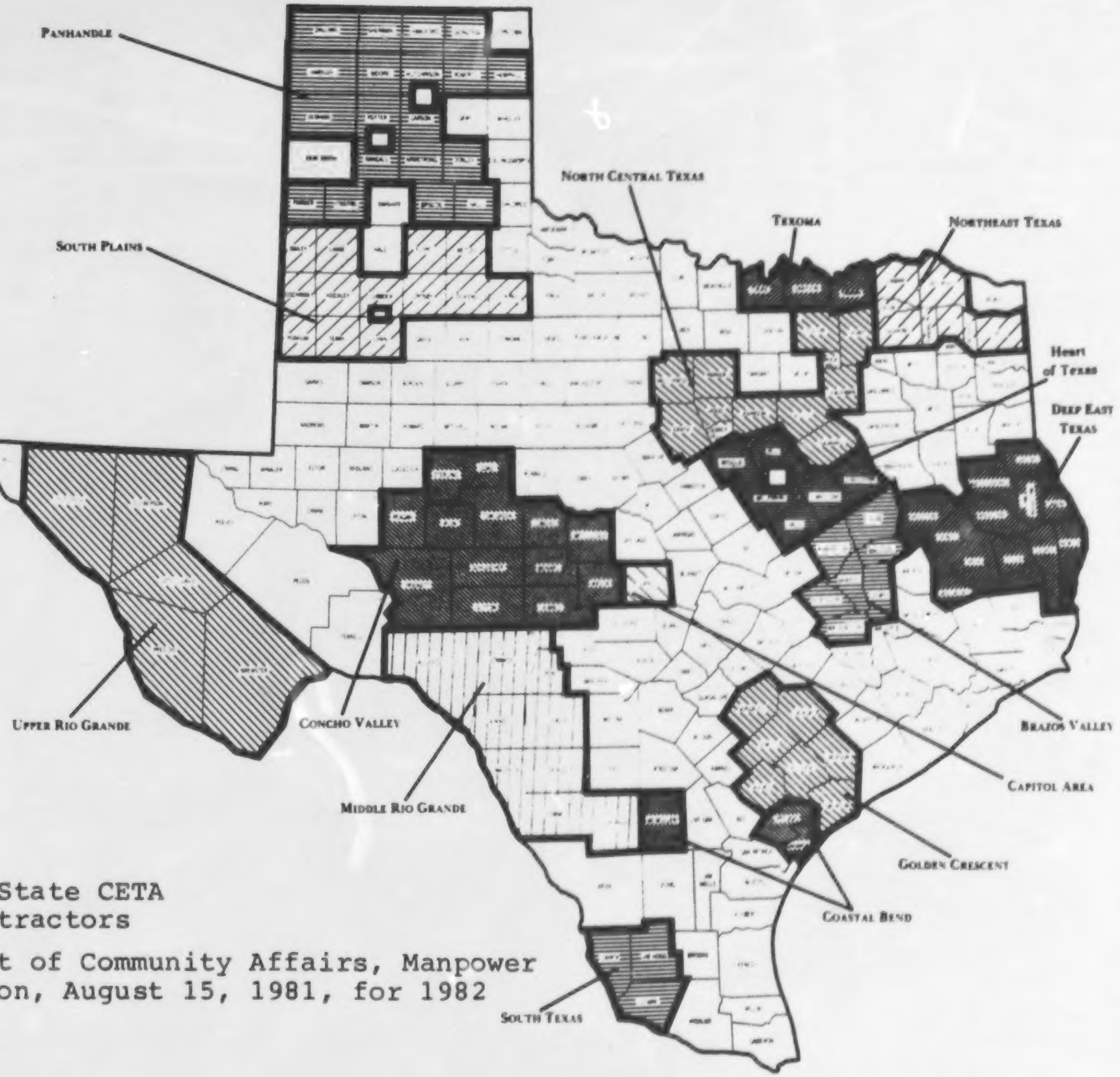

PANHANDLE
SOUTH PLAINS
NORTH CENTRAL TEXAS
TEXOMA
NORTHEAST TEXAS
Heart of Texas
DEEP EAST TEXAS
UPPER RIO GRANDE
CONCHO VALLEY
BRAZOS VALLEY
CAPITOL AREA
MIDDLE RIO GRANDE
GOLDEN CRESCENT
COASTAL BEND
SOUTH TEXAS

Figure 12. Balance of State CETA Program Contractors

SOURCE: Texas Department of Community Affairs, Manpower Services Division, August 15, 1981, for 1982 fiscal year.

Table 13

Balance of State Program Contractors and Contact Persons

Balance of State CETA Prime Sponsor	Contact Person	PIC Chairperson
State of Texas	Pat Herron, Administrative Assistant Manpower Services Division Texas Department of Community Affairs Box 13166, Capitol Station Austin, Texas 78711 (512) 475-6216 or 1-800-252-9642	Walter Durham, President MESBIC Financial Corporation of Dallas Empire Central Bldg., Suite 850 Dallas, Texas 75247 (214) 637-0445

Program Contractor	Contact Person	PITF Chairperson
Coastal Bend	Robert Suarez, Title VII Coordinator Coastal Bend CETA Programs 103 East Purisima Refugio, Texas 78377 (512) 562-2394	
Concho Valley	Susan Kamas, Title VII Coordinator Concho Valley Council of Governments 5002 Knickerbocker Rd. San Angelo, Texas 76901 (915) 944-9666	

Table 13 (continued)

Balance of State CETA Prime Sponsor Program Contractor	Contact Person	PITF Chairperson
Deep East Texas	Mable Cannings, Title VII Coordinator Deep East Texas Council of Governments Box 1423 Lufkin, Texas 75901 (713) 634-2247	Judy Day Continental Telephone Box 1069 Crockett, Texas 75835 (713) 544-5176
Golden Crescent	Dora Ramirez, Title VII Coordinator Golden Creat Council of Governments 113 South Main Box 2028 Victoria, Texas 77901 (512) 578-1587	
Middle Rio Grande	Hector M. Guerra, Title VII Coordinator Middle Rio Grande Development Council Box 702 Carizzo Springs, Texas 78834 (512) 876-3533	

Table 13 (continued)

Balance of State CETA Prime Sponsor Program Contractor	Contact Person	PITF Chairperson
North Central Texas	Mike Gilmore, Title VII Coordinator North Central Texas Council of Governments 1202 North Watson, Suite 270 Box COG Arlington, Texas 76011 (817) 640-3300	
North East Texas	Ermer Pondexter, Title VII Coordinator Ark-Tex Council of Governments State Line Plaza Box 5307 Texarkana, Texas 75501 (214) 794-3481	
Panhandle	Herschel Allen, Director of Employment and Training Texas Panhandle Community Action Association 1605 West 7th St. Box 32150 Amarillo, Texas 79120 (806) 372-2531	

Table 13 (continued)

Balance of State CETA Prime Sponsor Program Contractor	Contact Person	PITF Chairperson
South Plains	Bill Powell, Title VII Coordinator South Plains Community Action Association 411 Austin Box 610 Levelland, Texas 79336 (806) 894-6104	
South Texas	Juan Vargas, Title VII Coordinator South Texas Development Council 600 South Sandman Box 2187 Laredo, Texas 78041 (512) 722-3995	Bruno Trevino, Exec. Director Starr County Industrial Foundation 203-B W. Main St., Box 502 Rio Grande City, Texas 78582 (512) 487-2709
Texoma	Cyrus Browning, Title VII Coordinator Texoma Regional Planning Commission 10,000 Grayson Dr. Denison, Texas 75020 (214) 786-2955	

Table 13 (continued)

Balance of State CETA Prime Sponsor Program Contractor	Contact Person	PITF Chairperson
Upper Rio Grande	Debra Hoy, Title VII Coordinator Upper Rio Grande BOS CETA Contractor City of Alpine 209 West Holland Box 149 Alpine, Texas (915) 837-2108	
Brazos Valley	Wayne Sadberry, Title VII Coordinator Brazos Valley Development Council 3006 East 29th Street Drawer 4128 Bryan, Texas 77801 (713) 822-7421	
Capitol Area	Mrs. Johnilee Templeton, Director of Operations Llano County CETA Manpower Services 811 Berry St. Box 231 Llano, Texas 78643 (915) 247-5012	
Heart of Texas	N/A	

Title III CETA Prime Sponsors

Motivation Education and Training, Inc. (MET)

A nonprofit organization called Motivation Education and Training, Inc. (MET) is designated by DOL during the 1981 fiscal year as the only Migrant and Seasonal Farmworker CETA prime sponsor in Texas. Under this arrangement, MET contracts with DOL to deliver CETA services to eligible farmworkers and their dependents in Texas; the programs and services are provided on a statewide basis. MET activities meet participant needs that may not be fully met by other local CETA prime sponsors and Balance of State (BOS) program contractors.

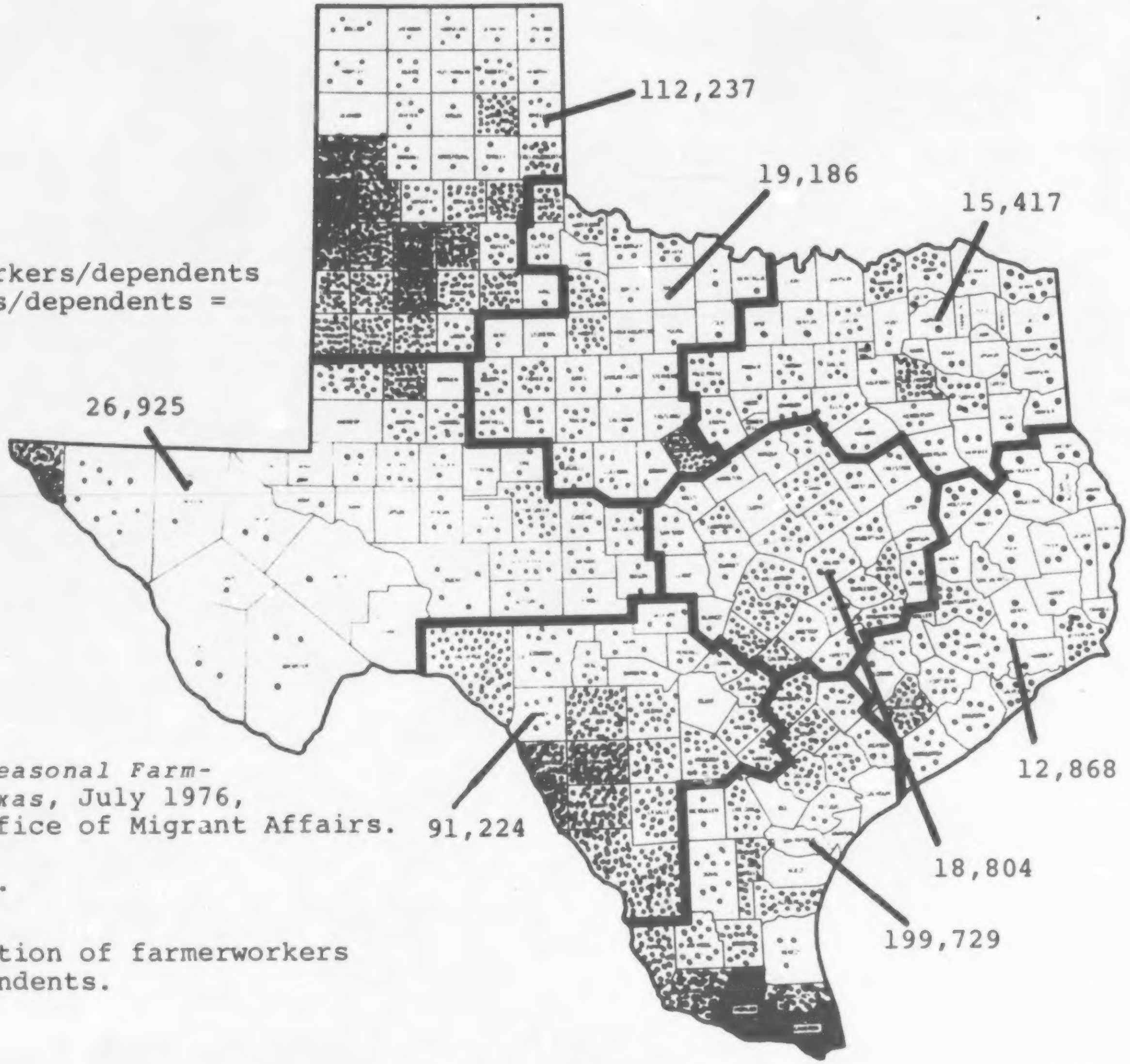
MET was established under Title III provisions of CETA; it is incorporated and is governed by a Board of Directors. MET has no Title VII funds and, therefore, no Private Industry Council (PIC); however, its personnel are interested in working with the private sector to meet labor demands in all areas of Texas. MET personnel also work closely with personnel of the Gulf Coast Manpower Consortium.

According to its Executive Director, Frank Acosta, MET personnel carry out three major activities: (1) upgrading-training for individuals engaged in farm work; (2) retraining individuals out of farm work; and (3) relocation assistance for individuals who have been upgraded or retrained. MET services are available to any U.S. citizen, permanent resident alien, or other alien authorized to accept permanent employment in the U. S. People who are dependents of these individuals, for income tax purposes, are also eligible for these services.

All individuals receiving services from MET must meet each of the following eligibility criteria, which must be applicable within any consecutive 12-month period for the 24-month period immediately prior to application:

- the applicant must be actually employed for at least 25 days in farm work, *or* earned at least $400 in farm work; in either case the applicant must be employed on other than a casual basis, without a constant year-round salary
- the applicant must have received at least 50% of his/her total earned income from farm work, *or* have been employed for at least 50% of his/her total work time in farm work
- the applicant's household must receive public assistance payments, *or* have an annual income below the Office of Management and Budget (OMB) poverty level or the applicable Bureau of Labor Statistics (BLS) lower standard of living income, whichever is higher

Because of the transitory nature of migrant seasonal farm work, distributions of the people who work in this activity are difficult to ascertain. Figure 13 presents an approximate distribution of the farmworker population in Texas. A map showing MET service areas is in Figure 14, and contact persons are identified in Table 14.


112,237
19,186
15,417
26,925
91,224
12,868
18,804
199,729

1 dot = 100 farmworkers/dependents
Total farmerworkers/dependents =
496,390

From: *Migrant and Seasonal Farmworkers in Texas*, July 1976, Governor's Office of Migrant Affairs.

Prepared by MET, Inc.

Figure 13. Distribution of farmerworkers and dependents.

Migrant Seasonal Farmworker CETA
Prime Sponsor

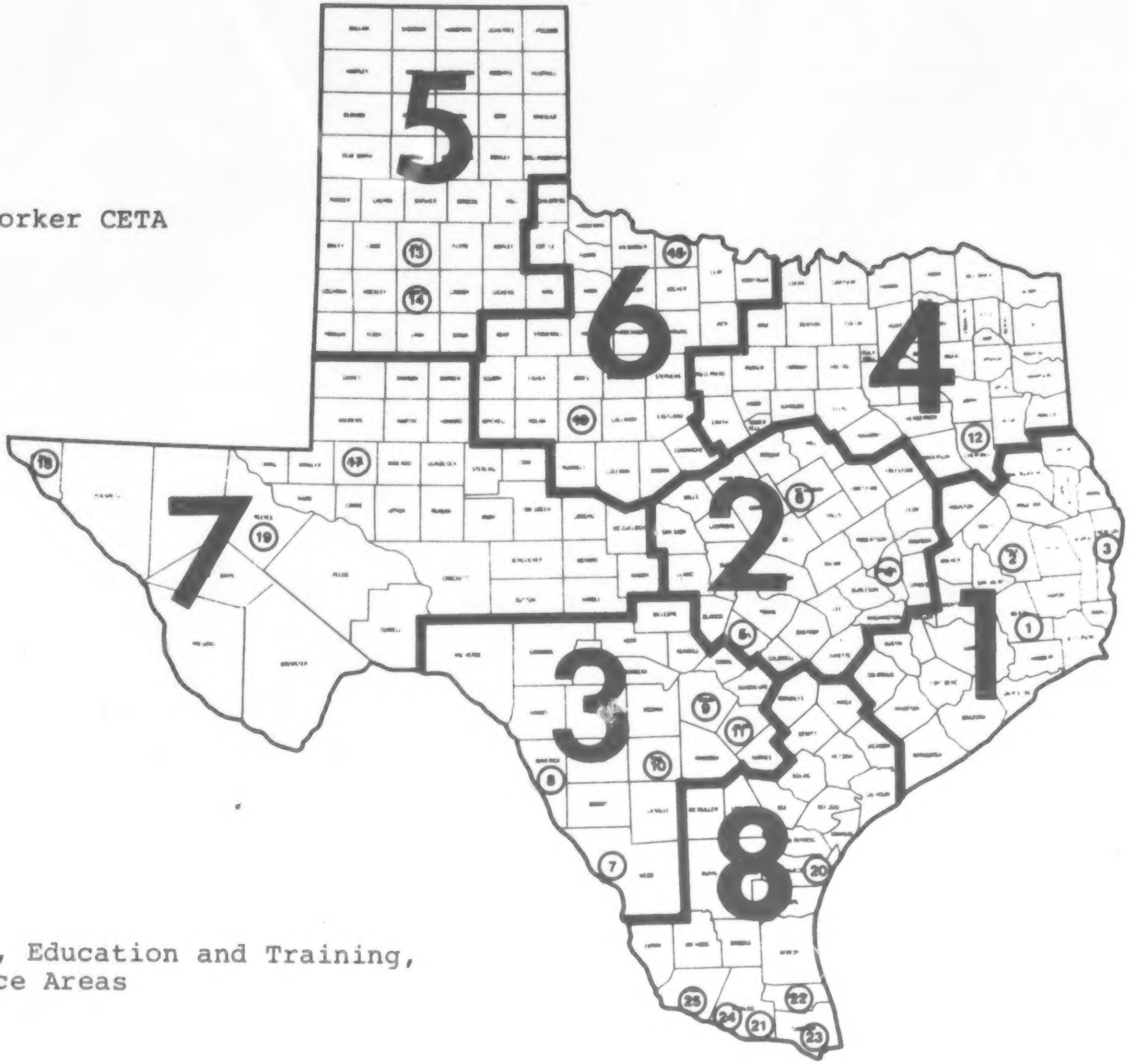

5
13
14
6
16
4
12
17
18
7
19
2
8
3
1
6
3
9
11
10
8
7
8
20
22
25
24
21
23

Figure 14. Motivation, Education and Training, Inc. Service Areas

Table 14

MET Personnel in Texas

Executive Director

Frank Acosta
Executive Director
MET, Inc.
307 North College
Box 1749
Cleveland, Texas 77327
(713) 592-6483
1-800-392-8367

Chairman of the Board

James F. Jackson
Chairman of the Board
MET, Inc.
Assistant Superintendent
Beaumont ISD
820 Neches
Beaumont, Texas 77704
(713) 833-6326

Director of Research

Brian Craddock
Director of Research
MET, Inc.
55 North IH-35, Room 117
Austin, Texas 77704
(512) 472-6045

Region 1

1. Edna Semien
1905 Webster St.
Box 1289
Liberty, Texas 77575
(713) 336-7391

2. Edna Semien
Box 40
Newton, Texas 76966
(713) 379-8428

3. Hector Alva
Box 188
Goodrich, Texas 77335
(713) 365-2285

Region 2

4. Carey Cauley
208 Varisco Building
Box 1126
Bryan, Texas 77801
(713) 779-4230

5. Willie Rodriguez
415 South Mithcell St.
Box 160
San Marcos, Texas 78666
(512) 392-1161

Region 2 (con't.)

6. Bessie Williams
Box 3161
Waco, Texas 76707
(817) 799-2487

Region 3

7. Lauro Garcia
201 Market St.
Laredo, Texas 78040
(512) 722-3943

8. Sammy Ibarra
949 Puebla St.
Box 2230
Eagle Pass, Texas 78852
(512) 773-9473

9. Laura Cisneros
323 North Zarzamora
San Antonio, Texas 78207
(512) 436-4413

10. Laura Cisneros
411 North Willow
Pearsall, Texas 78061
(512) 334-2251

Table 14 (continued)

Region 3 (con't)

11. Laura Cisneros
1019½ "C" Street
Floresville, Texas 78114
(512) 393-3455

Region 4

12. Don Boyd
805 East Rusk
Box 1131
Jacksonville, TX 75766
(214) 586-3556

Region 5

13. Irene Bocanegra
Winchester Plaza
3109 Olton Road
Box 5027
Plainview, Texas 79072
(806) 293-4457

14. Irene Bocanegra
1717 Avenue K
Lubbock, Texas 79404
(806) 747-7807

Region 6

15. Freddie Castillo
710 Brook Ave., Suite 9
Wichita Falls, TX 76301
(817) 766-4115

Region 6 (con't)

16. Henry Guevara
1634 N. 2nd Street
Abilene, Texas 79601
(915) 676-1696

Region 7

17. Ruben Flores
501 North Lee
Box 7095
Odessa, Texas 79763
(915) 333-3916

18. Ruben Flores
8101 Alameda
Box 10343
El Paso, Texas 79994
(915) 858-0951

19. Nellie Gomez
205 West 2nd
Pecos, Texas 79772
(915) 445-2146

Region 8

20. Luis Ramos
616 Old Robstown Rd.
Corpus Christi, TX 78405
(512) 884-8225

Region 8 (con't)

21. Jose Saenz
407 North Texas
Box 106
Weslaco, Texas 78596
(512) 968-6543

22. Dianna Sifuentes
138 West Batts St.
Box 1847
San Benito, Texas 78586
(512) 399-6582

23. Eva Noriega
123 East Kimball
Box 52
Raymondville, Texas 78580
(512) 689-2178

24. Micaela Lopez
One-Half Mile South
Ragland Rd.
Box 287
Mission, Texas 78572
(512) 581-2731

25. Rolando Renteria
400 North Flores
Box 31
Rio Grande City, TX 78582
(512) 487-2563

SOURCE: MET, Inc., June 1981.

Persons interested in MET programs should contact its Executive Director, Board Chairman, Director of Research, or area representatives.

Dallas Inter-Tribal Center

The Dallas Inter-Tribal Center is a Native American CETA prime sponsor which conducts activities to serve eligible Native Americans in the 11-county area indicated on the map in Figure 15. Since the Center receives no Title VII funds, they have no Private Industry Council (PIC). The Center coordinates its program(s) with the City of Dallas CETA Consortium in order to meet Title VII program needs.

Interested persons should contact:

William Koweno, Director
Dallas Inter-Tribal Center
209 East Jefferson
Dallas, Texas 75208
(214) 941-6535

Sherrie Dominus, PSIP Manager
City of Dallas CETA Consortium
Department of Human Services
City of Dallas
2014 Main Street, Room 506
Dallas, Texas 75201
(214) 670-5499

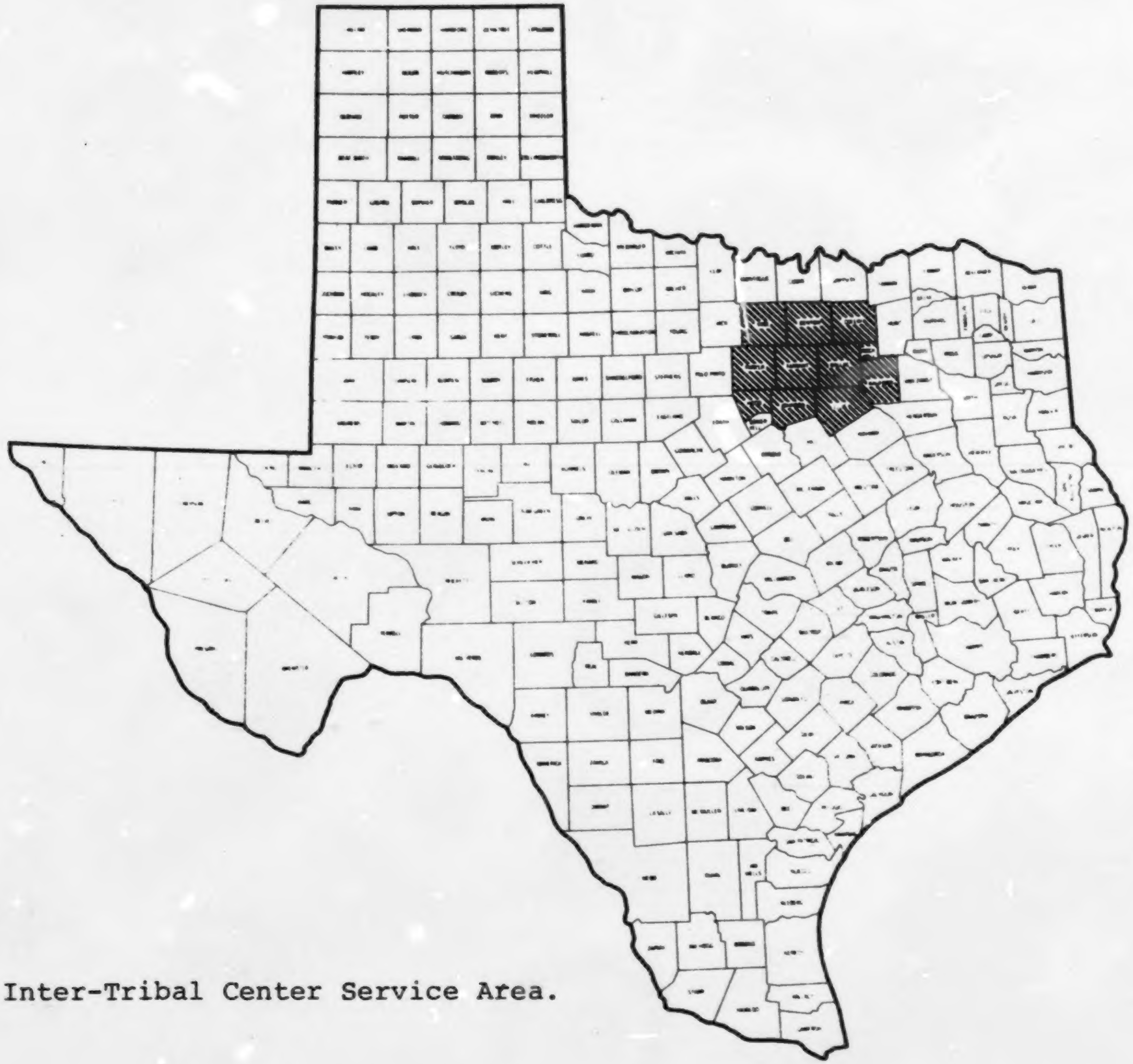


Figure 15. Dallas Inter-Tribal Center Service Area.

Tigua Indian Reservation

The Tigua Indian Reservation is a Native American CETA prime sponsor which conducts program activities only in El Paso County, Texas. Since the Reservation has no Title VII funds, there is no Private Industry Council (PIC). The Reservation refers persons who are interested in Title VII activities to the City and County of El Paso CETA Prime Sponsor.

A map of the Reservation's service area--El Paso County--is shown in Figure 16.

Interested persons should contact:

Henry Chavez, Director
Tigua Indian Reservation
Box 17579
El Paso, Texas 77917
(915) 859-7913

Liz Rey, PIC Coordinator
City and County of El Paso CETA
Prime Sponsor
Department of Human Development
8929 Viscount
El Paso, Texas 79925
(915) 591-2700

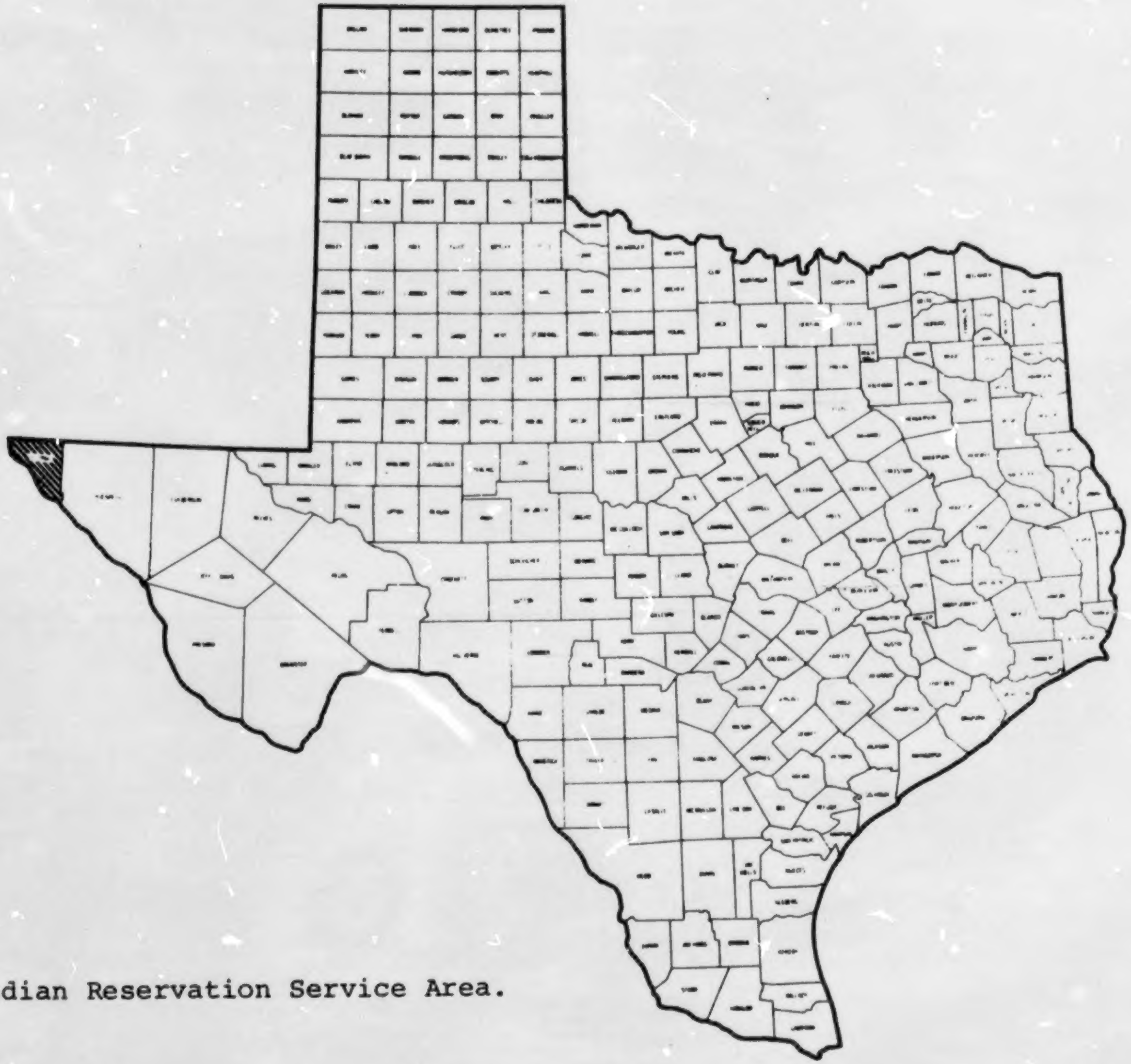


Figure 16. Tigua Indian Reservation Service Area.

Alabama-Coushatta Indian Tribal Council

The Alabama-Coushatta Indian Tribal Council is a Native American CETA Prime Sponsor serving eligible Native Americans on both the Indian reservation and in non-reservation counties designated as their service area.

The Council is involved in services to applicants, employment and training services, support services, and post-termination services. Its major programs include:

- classroom training
- on-the-job training (OJT)
- work experience

These services give eligible participants the opportunity to upgrade their skills, and subsequently advance within a particular career/occupation. Program activities are administered to maximize the Federal commitment to support the growth and development of eligible participants as determined by the goals established by elected Tribal officials, and in furtherance of the Indian Self-Determination Act.

A major objective of program activities are to support the Five Year Economic Progress Implementation Plan submitted to the Governor of Texas by the Tribal Council. The intent of the plan is to develop the economic resources of the reservation.

Emphasis is also placed on identifying qualified applicants with potential skills to train and function in mid-level management positions in Council business projects.

A map of the Tribal Council's service area is shown in Figure 17. The contact persons for the Council are:

Director

Tony Byers, Program Director
Alabama-Coushatta Indian Tribal Council
Route 3, Box 1141
Livingston, Texas 77351
(713) 563-4380

PIC Chairperson

Jerry Collins, Personnel Director
Texas Foundries, Inc.
1611 North Raquet
Lufkin, Texas 75901
(713) 632-4451

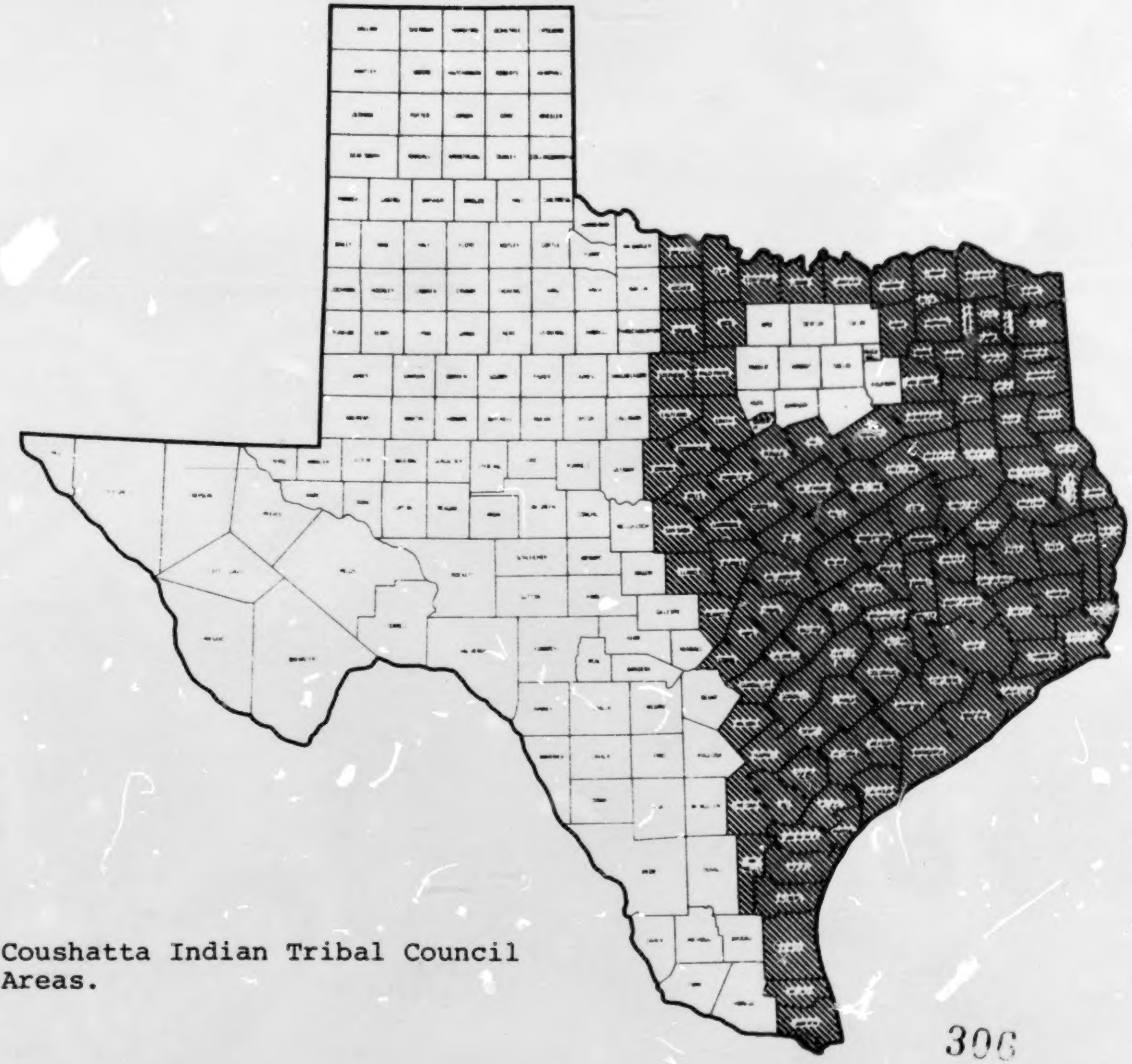


Figure 17. Alabama-Coushatta Indian Tribal Council Service Areas.

Texas Employment Commission Offices

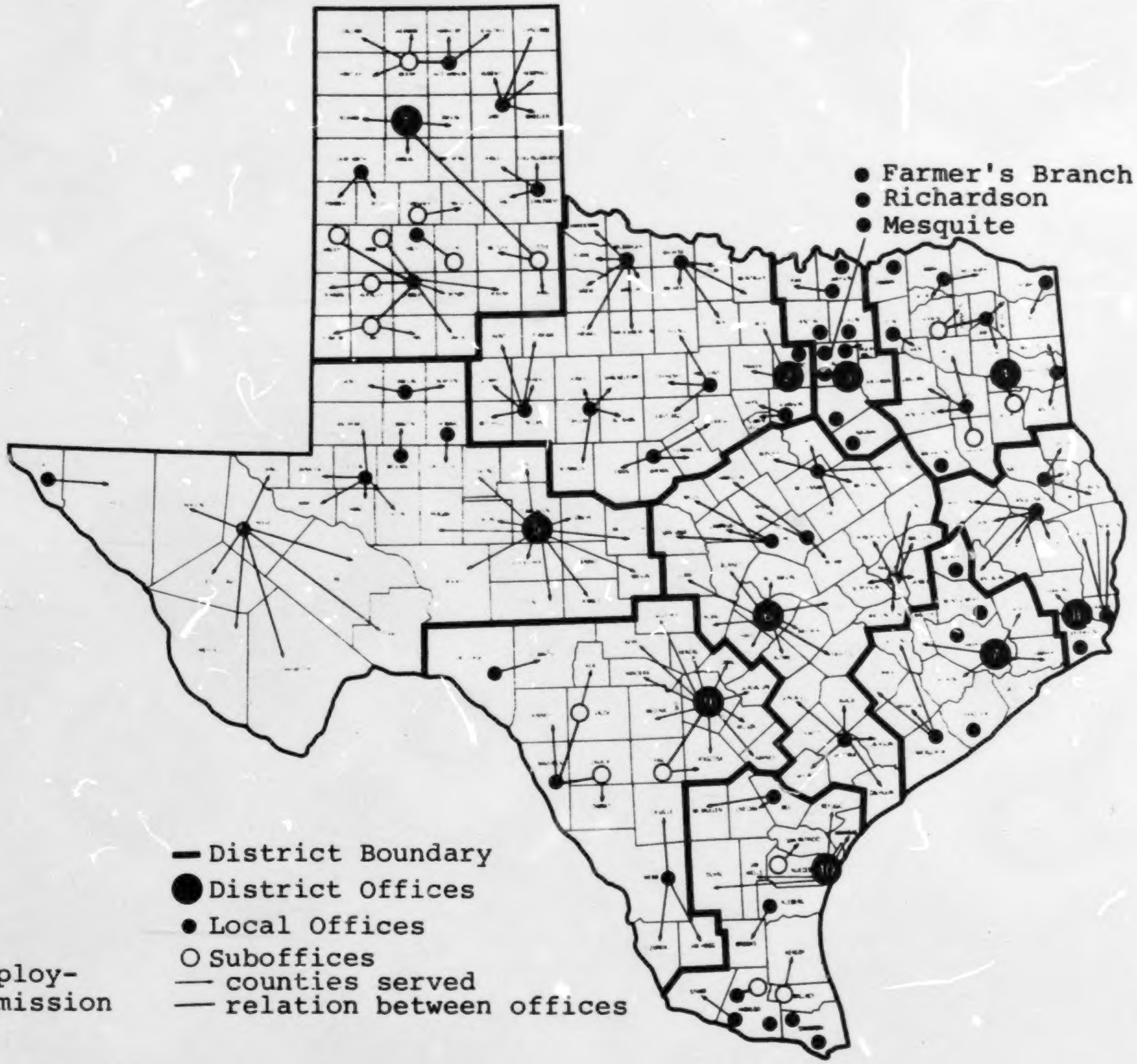

● Farmer's Branch
● Richardson
● Mesquite
District Boundary
District Offices
● Local Offices
○ Suboffices
counties served
relation between offices

Figure 18. Texas Employment Commission Offices.

District Offices of the Texas Employment Commission

1. Amarillo District Office
   616 South Hayden
   Amarillo, Texas 79101
   (806) 372-5521

2. Fort Worth District Office
   301 West 13th St., 4th Floor
   Fort Worth, Texas 76102
   (817) 335-5111

3. Dallas District Office
   8300 John Carpenter Freeway
   Dallas, Texas 75247
   (214) 631-6050

4. Longview District Office
   412 South High St.
   Longview, Texas 75601
   (214) 758-1783

5. San Angelo District Office
   124 South Oakes St.
   San Angelo, Texas 76903
   (915) 653-2321

6. Austin District Office
   1117 Trinity St.
   Austin, Texas 78701
   (512) 478-8734

7. Houston District Office
   2918 San Jacinto St.
   Houston, Texas 77004
   (713) 527-0711

8. Beaumont District Office
   1050 Broadway
   Beaumont, Texas 77701
   (713) 833-7421

9. San Antonio District Office
   307 Guilbeau
   San Antonio, Texas 78204
   (512) 222-8484

10. Corpus Christi District Office
    512 North Staples
    Corpus Christi, Texas 78401
    (512) 882-7491

Local Offices of the Texas Employment Commission

ABILENE
826 Hickory St.
Abilene, Texas 79601
(915) 672-4362

AMARILLO
1206 W. 7th St.
Amarillo, Texas 79101
(806) 382-5521

AMARILLO (casual labor)
1020 W. 6th St.
Amarillo, Texas 79101
(806) 372-5521

ARLINGTON
1635-E W. Division
Arlington, Texas 76012
(817) 285-8431

AUSTIN (Central)
1215 Guadalupe
Austin, Texas 78701
(512) 478-8734

AUSTIN (East)
1138 Airport Blvd., #104
Austin, Texas 78702
(512) 928-2700

AUSTIN (North)
2417 Ashdale Dr.
Austin, Texas 78758
(512) 458-4241

AUSTIN (South)
1637 W. Ben White Blvd.
Austin, Texas 78704
(512) 444-7762

BAY CITY
2513 7th St.
Bay City, Texas 77414
(713) 245-4809

BEAUMONT
405 Magnolia
Beaumont, Texas 77701
(713) 833-7421

BEDFORD
530 Bedford Rd., #125
Bedford, Texas 76021
(817) 282-9845

BEEVILLE
405 N. St. Mary's St.
Beeville, Texas 78102
(512) 358-3330

BIG SPRING
406 Runnels St.
Big Spring, Texas 79720
(915) 267-5291

BONHAM
317 S. Center St.
Bonham, Texas 75418
(214) 583-4214

BORGER
401 W. 10th St.
Borger, Texas 79007
(806) 273-3741

BROWNFIELD
Courthouse
Brownfield, Texas 79316
(806) 637-4234

BROWNSVILLE
245 E. Levee St.
Brownsville, Texas 78520
(512) 546-3141

BROWNWOOD
209 Fisk Ave.
Brownwood, Texas 76801
(915) 646-1591

BRYAN
801 E. 29th St.
Bryan, Texas 77801
(713) 779-3743

CHILDRESS
119 3rd St., N. W.
Childress, Texas 79201
(817) 937-6171

CLEBURNE
160 N. Ridgeway Dr.
Cleburne, Texas 76031

Local Offices of the Texas Employment Commission (continued)

CLUTE
815 Dixie
Clute, Texas 77531
(713) 265-8111

CONROE
401 North Main
Conroe, Texas 77301
(713) 756-5577

CORPUS CHRISTI
520 North Staples
Corpus Christi, Texas 78401
(512) 882-7491

CORSICANA
422 West 2nd Ave.
Corsicana, Texas 75110
(214) 847-8276

CRYSTAL CITY
325 North 1st Ave.
Crystal City, Texas 78839
(512) 374-3524

DALLAS (downtown)
912 Ervay, 3rd Floor
Dallas, Texas 75201
(214) 747-2071

DALLAS (King Community Center)
2922 Forest Ave.
Dallas, Texas 75215
(214) 670-8357

DALLAS (Lancaster-Keist)
408 Lancaster Keist
Shopping Center
Dallas, Texas 75203
(214) 372-1471

DALLAS (Pleasant Grove)
313 Pleasant Grove Mall
Dallas, Texas 75217
(214) 398-0611

DALLAS (Metro Support)
8300 John Carpenter Frwy
Dallas, Texas 75247
(214) 631-6050

DALLAS (Westmoreland Heights)
3217 Dawes Dr.
Dallas, Texas 75211
(214) 330-5183

DEL RIO
409 North Main
Del Rio, Texas 78840
(512) 775-0547

DENISON
112 South Burnett Ave.
Denison, Texas 75020
(214) 465-1426

DENTON
215-A East Oak St.
Denton, Texas 76201
(817) 382-6712

DUMAS
104 West 8th St.
Dumas, Texas 79029
(806) 935-3351

EAGLE PASS
415 Monroe
Eagle Pass, TX 78852
(512) 773-9481

EDINBURG
124 East Stubbs St.
Edinburg, TX 78539

EL PASO (Downtown)
616-18 N. Sante Fe St.
El Paso, TX 79901
(915) 544-4530

EL PASO (Northeast)
5735 Will Ruth Dr.
El Paso, TX 79924
(915) 544-4530

EL PASO (Yandell)
1008-10 E. Yandell Dr.
El Paso, TX 79902
(915) 544-4530

EL PASO (East)
7814 Gateway Blvd. E.
El Paso, TX 79915
(915) 544-4530

Local Offices of the Texas Employment Commission (continued)

ELSA
214 East 4th St.
Elsa, Texas 78543
(512) 262-1481

FARMERS BRANCH--CARROLLTON
14030 Josey Ln.
Farmers Branch, TX 75234
(214) 620-1351

FLOYDADA
206 South Wall St.
Floydada, Texas 79235
(806) 983-2361

FORT WORTH (Downtown)
301 West 13th St.
Fort Worth, Texas 76102
(817) 335-5111

FORT WORTH (Western Hills)
8529 Highway 80 West
Fort Worth, Texas 76116
(817) 244-5220

GALVESTON
1922 Sealy Ave.
Galveston, Texas 77550
(713) 763-8571

GARLAND
217 10th St.
Garland, Texas 75040
(214) 276-8361

GRAND PRAIRIE
2102 West Main
Grand Prairie, TX 75050
(214) 641-0834

GREENVILLE
2604 Jones St.
Greenville, Texas 75401
(214) 455-3282

GROVES
5028 32nd St.
Groves, Texas 77619
(713) 985-2597

HARLINGEN
601 East Harrison St.
Harlingen, Texas 75652
(512) 423-9266

HENDERSON
Courthouse, Room 104
Henderson, Texas 75652
(214) 657-6109

HEREFORD
403 West 7th St.
Hereford, Texas 79045
(806) 364-8600

HOUSTON (Downtown)
2613 Austin St.
Houston, Texas 77004
(713) 527-0711

HOUSTON (North Shore)
9 Uvalde, #7
Houston, Texas 77015
(713) 451-2170

HOUSTON (Metro Support)
2918 San Jacinto St.
Houston, Texas 77004
(713) 527-0711

HOUSTON (Homestead-Tidwell)
9937 Homestead
Houston, Texas 77016
(713) 635-2110

HOUSTON (York Plaza)
320 West Little York
Houston, Texas 77076
(713) 445-2291

HOUSTON (Spring Branch)
1806 Woodvine St.
Houston, Texas 77055
(713) 686-8611

HOUSTON (Sharpstown)
9100 Bellaire Blvd.
Houston, Texas 77036
(713) 777-2301

HUNTSVILLE
1312 Sam Houston
Huntsville, TX 77340
(713) 291-3336

Local Offices of the Texas Employment Commission (continued)

HURST (Mid Cities)
1225 Precinct Line Rd.
Hurst, Texas 76053
(817)

IRVING
1425 West Pioneer, Suite 110
Irving, Texas 75061
(214) 254-9135

JACKSONVILLE
914 South Jackson
Jacksonville, Texas 75766
(214) 586-9621

KILLEEN
808 North 8th St.
Killeen, Texas 76541
(817) 526-4124

KINGSVILLE
120 South 8th St.
Kingsville, Texas 78363
(512) 592-3359

LAMESA
1012 North Dallas St.
Lamesa, Texas 79331
(806) 872-8305

LAREDO
1401 Lincoln St.
Laredo, Texas 78040
(512) 723-8261

LEVELLAND
1212 Houston
Levelland, Texas 79336
(806) 894-4204

LITTLEFIELD
331 Littlefield Dr.
Littlefield, TX 79339
(806) 763-6416

LONGVIEW
412 South High St.
Longview, Texas 75601
(214) 758-1783

LUBBOCK
1602 16th St.
Lubbock, Texas 79401
(806) 763-6416

LUFKIN
413 South Chestnut
Lufkin, Texas 75901
(713) 639-1351

MARSHALL
415 East Burleson
Marshall, Texas 75670
(214) 935-7814

McALLEN
701 South Broadway
McAllen, Texas 78501
(512) 686-6516

McKINNEY
501 North Kentucky St.
McKinney, Texas 75069
(214) 542-3381

MESQUITE
190 Broadway Village
Shopping Center
Mesquite, Texas 75150
(214) 270-7441

MIDLAND
501 North Loraine St.
Midland, Texas 79701
(915) 682-9421

MINERAL WELLS
2101 East Hubbard
Mineral Wells, TX 76067
(817) 325-2595

MT. PLEASANT
418 North Madison Ave.
Mt. Pleasant, TX 75455
(214) 572-9841

MULESHOE
112 East Ave. B
Muleshoe, Texas 79347
(806) 272-3260

NACOGDOCHES
2103 South St.
Nacogdoches, TX 75961
(713) 560-1441

Local Offices of the Texas Employment Commission (continued)

ODESSA
315-17 East 5th St.
Odessa, Texas 79761
(915) 332-4315

ORANGE
316 West Cypress St.
Orange, Texas 77630
(713) 883-5646

PADUCAH
804 Ninth St.
Paducah, Texas 79248
(806) 492-3727

PALESTINE
2805 West Oak St.
Palestine, Texas 75801
(214) 729-0178

PAMPA
823 West Francis St.
Pampa, Texas 79065
(806) 669-6816

PARIS
165 6th St., S.E.
Paris, Texas 75460
(214) 674-4356

PASADENA
3201 Spencer Highway
Pasadena, Texas 77504
(713) 944-8310

PEARSALL
217 East San Marcos
Pearsall, Texas 78061
(512) 334-2187

PECOS
1008 West 3rd St.
Pecos, Texas 79772
(915) 445-5429

PLAINVIEW
1030 North Broadway
Plainview, Texas 79072
(806) 293-8566

PORT ARTHUR (Central)
535 Seventh St.
Port Arthur, Texas 77640
(713) 985-4391

PORT ARTHUR (Groves)
5028 32nd St.
Port Arthur, Texas 77640
(713) 985-2597

RAYMONDVILLE
382 West Kimball Ave.
Raymondville, TX 78580
(512) 689-2447

RICHARDSON-PLANO
559 Arapaho Central Park
Richardson, Texas 75080
(214) 234-5391

ROBSTOWN
710 East Main
Robstown, Texas 78380
(512) 387-1514

SAN ANGELO
120-22 S. Oakes St.
San Angelo, TX 76903
(915) 653-2321

SAN ANTONIO (Bandera Road)
2015 Bandera Rd.
San Antonio, TX 78228
(512) 434-5615

SAN ANTONIO (Castle Hills)
1015 Jackson Keller Rd.
San Antonio, TX 78213
(512) 341-1600

SAN ANTONIO (Downtown)
330 Dwyer
San Antonio, TX 78204
(512) 222-8484

SAN ANTONIO (Terrell Plaza)
1200 Austin Highway
San Antonio, TX 78204
(512) 822-8008

SAN ANTONIO (South Park Mall)
2310 S.W. Military Dr.
San Antonio, TX 78224
(512) 924-9063

Local Offices of the Texas Employment Commission (continued)

SAN ANTONIO (Lone Oak Mall)
915 South W. W. White
San Antonio, Texas 78220
(512) 327-6490

SAN ANTONIO (Edgewood Square Mall)
1109-11 S. Gen. McMullen
San Antonio, Texas 78237
(512) 435-6766

SHERMAN
219 West Pecan St.
Sherman, Texas 75090
(214) 893-1111

SULPHUR SPRINGS
219 Main St.
Sulphur Springs, Texas 75482
(214) 885-7556

SWEETWATER
114 West Broadway
Sweetwater, Texas 79556
(915) 235-8418

TEMPLE
301 West Avenue G
Temple, Texas 76501
(817) 773-1607

TERRELL
408 East College St.
Terrell, Texas 75160
(214) 563-7901

TEXARKANA
1120 Wood St.
Texarkana, Texas 75501
(214) 794-4163

TEXAS CITY
101 29th St. North
Texas City, Texas 77590
(713) 948-2571

TULIA
Courthouse
Tulia, Texas 79088
(806) 995-2386

TYLER
1520 West Front St.
Tyler, Texas 75702
(214) 595-4381

UVALDE
300 East Main
Uvalde, Texas 78801
(512) 278-2325

VERNON
222 Pease St.
Vernon, Texas 76384
(817) 552-9381

VICTORIA
1301 E. Rio Grande St.
Victoria, TX 77901
(512) 578-0341

WACO
925 Columbus Ave.
Waco, Texas 76701
(817) 754-5421

WAXAHACHIE
103-05 Grand St.
Waxahachie, TX 75165
(214) 937-8114

WESLACO
301 S. Missouri Ave.
Weslaco, Texas 78596
(512) 968-4556

WICHITA FALLS
1101 11th St.
Wichita Falls, TX 76301
(817) 322-5481

A Brief Summary of CETA and Its Titles*

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*This section is based on information gleaned from *Employment and Economic Development: A Case Study in Interagency Coordination*, by Donald D. Saylor, Independent Research Report, LBJ School of Public Affairs, The University of Texas at Austin, May 1979, p. 144-147.

A Brief Summary of CETA and its Titles

CETA programs generally are operated by "prime sponsors"--states, cities, and counties containing more than 100,000 people, or combinations of these units. The overall purpose of CETA is to provide job training and employment opportunities for the economically disadvantaged, unemployed, and underemployed people lacking marketable job skills and/or the resources to obtain them.

CETA programs involve a variety of activities which are conducted according to provisions of separate titles in the legislation. The CETA law of 1978 contains eight such titles, each having a specific purpose. For instance, Title VII, also known as the Private Sector Initiative Program (PSIP) was included by Congress to specifically encourage business and industry participation in employment and training programs.

Prime sponsors may use money from the various titles to meet the employment and training needs of their local area, and many times the funds available from other titles supplement activities of the Title VII programs.

A brief summary of each Title follows:

Title I

Title I contains administrative provisions for programs authorized by the other titles.

Title II

These programs provide comprehensive employment and training services throughout the U. S. to enable economically disadvantaged persons to secure and retain employment at their maximum capacity and to enhance the potential for individuals to increase their earned income.

Title II funds are distributed to prime sponsors on the basis of a formula established by Congress. With the assistance of Prime Sponsor Planning Councils, prime sponsors prepare a master plan and annual plans for providing employment and training services in their area.

Activities under Title II may include training, job search assistance, outreach, supported work, on-the-job training, labor market information, payments to employers, and work experience. Title II programs also include specific funding for upgrading and retraining the underemployed, and transitional public service employment. (Recently, Congress continued appropriations for Title II-A, B, C, programs of Training

Services for the Disadvantaged. (However, appropriations for Public Service Employment under provisions of Title II-D were eliminated.)

Section 204 of the CETA Reauthorization of 1978 provides state governors with money to be spent on vocational education. Eighty-five percent of these funds are to be used for vocational education alone. The remaining 15% of the funds may be used for several special purposes, including developing linkages between vocational education, education and training programs under CETA, and private sector employers.

Title III

Title III programs are to provide services to meet the employment related needs of people who face particular disadvantages in specific and general labor markets or occupations. Such people include offenders, persons of limited English language proficiency, handicapped individuals, women, single parents, displaced homemakers, youth, and older workers. Title III programs are administered directly by the National Office of the Employment and Training Administration. The Secretary of Labor determines the eligibility requirements for most of these programs.

Title III also provides for employment and training research to be conducted. In this title, Congress authorizes the Secretary of Labor to carry out a special experimental program to link the employment and training activities of prime sponsors to a workable strategy for stimulating the local private economic development and replacement of declining industries.

Title III programs are authorized to receive 20% of the total CETA appropriation minus public service employment appropriations.

(Native Americans and migrant seasonal farmworkers are two populations currently qualifying for assistance under this title. There are three Native American prime sponsors and one Migrant Seasonal Farmworker prime sponsor in Texas.)

Title IV

These programs provide a broad range of coordinated employment and training programs for eligible youth in order to improve their future employability and to explore and experiment with alternative methods for accomplishing such purposes. Title IV incorporates several youth initiatives, including the Youth Employment Demonstration Projects Act of 1977.

The youth programs include summer youth employment programs, a program of work experience for in-school youth. The Job Corps program, remaining from a previous law, has been reauthorized under Title IV. The Job Corps is an extensive, residential training program for economically disadvantaged youth and high school dropouts.

Title V

Title V establishes the National Commission for Employment Policy, an advisory group which reports to the President and Congress.

Title VI

These programs provide for temporary public service employment during periods of high unemployment. Congress has triggered this countercyclical public service employment program by tying the funding level to increases in the unemployment rate. Public service employment means the type of work normally performed in government agencies and special public employment projects; employment of individuals does not exceed 18 months in duration. (Appropriations for this title were eliminated by Congress.)

Title VII

Also called the Private Sector Initiative Program (PSIP), this title was created to demonstrate the effectiveness of a variety of approaches to increase private sector employment opportunities for unemployment or underemployed individuals who are economically disadvantaged.

Each prime sponsor, under this Title, must organize a Private Industry Council (PIC) to form a constructive link between the private sector and the prime sponsor's programs. (Activities conducted under provisions of this Title by PICs have been explained previously.)

Title VIII

Title VIII establishes the Young Adult Conservation Corps (YACC), which trains and employs young people who would not otherwise be productively employed, to carry out public projects on public lands or waters. The Secretary of Labor administers this title through interagency agreements with the Secretaries of the Interior and Agriculture. Private or public agencies, and units of state or local governments, can act as subcontractors and conduct the programs. (Appropriations for this title were also eliminated by Congress.)

Glossary of Terms

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Balance of State (BOS): The area which consists of all areas in a State which are not within the jurisdictions of local prime sponsors and, therefore, are served by the State acting as the prime sponsor.

Economically Disadvantaged: A person who is either:

A. A member of a family which receives public assistance

B. A member of a family whose income during the previous six months, on an annual basis, either:

   1. was such that the family would have qualified for public assistance, if it had applied for such assistance

   2. did not exceed the poverty level

   3. did not exceed 70% of the lower living standard income level

C. A foster child on whose behalf state or local government payments are made

D. Where such status presents significant barriers to employment:

   1. a client of a sheltered workshop;

   2. a handicapped individual;

   3. a person residing in an institution or facility providing 24-hour support such as a prison, a hospital or community care facility; or

4. a regular outpatient of a mental hospital, rehabilitation facility or similar institution.

bor Market: For state or local manpower planning, the geographical region in which most workers are acquired. From some jobs this may be a given community, while for others it may be nationally oriented. Also, the physical areas through which a worker can search for a job within reasonable traveling distance of his/her resi dence.

cal Education Agency:

A. Except for the purposes of Youth Employment and Training Programs (YETP) under Part 680, a board of education or other legally constituted local school authority having administrative control and direction of public elementary or secondary schools in a city, township, school district or political subdivision in a State, or any other public educational institution or agency having administrative control and direction of a vocational education program.

B. For purposes of YETP under Part 680, a public board of education or other public authority legally constituted within a State for either administrative control or direction of, or to perform a service function for public elementary or secondary schools in a city, county, township, school district or other political subdivision of a State, or combination of such school districts or counties which are recognized in a State as an administrative agency for their public elementary or secondary schools.

tional Alliance of Business (NAB): A national organization of private businesses created to secure industry participation in hiring disadvantaged workers through its Jobs Opportunities in the Business Sector (JOBS) program.

Private Industry Council (PIC): A council, established by the prime sponsor, to increase the involvement of the business community in the CETA programs, and to increase the private sector employment opportunities for economically disadvantaged persons. The council shall include representatives from small businesses, minority businesses, labor organizations, industries, and community based organizations as well as others.

Private Industry Task Force (PITF): Essentially the same as a Private Industry Council. The PITF is differentiated from a PIC by the fact that the latter is established by a prime sponsor, and the former is formed by a program contractor for the Balance of State prime sponsor.

Unsubsidized Employment: Employment not financed from funds provided under CETA.

Upgrading Training: Training given to an individual who needs such training to advance above an entry-level or dead-end employment position.

Work Incentive Program (WIN): Authorized by the 1967 amendments to the Social Security Act, and jointly administered by the Department of Labor and the Department of Health and Human Services. In Texas, program administrators are the Texas Employment Commission and the Texas Department of Human Resources. WIN provides job placement and training for members of families receiving welfare payments classified as Aid to Families with Dependent Children (AFDC). Referrals and support services are handled by welfare agencies.

Youth Employment and Training Program (YETP): This program is designed to make a long-term impact on youth unemployment through the provision of career opportunities and training and supportive services needed to aid youth from 14 through 21 years of age to complete school or secure unsubsidized employment.

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